



This policy is in consideration of Manitoba Regulation 217/2006 Part 9, "Working Alone or in Isolation", adopted under The Workplace Safety and Health Act and will constitute the Work Alone plan for all employees of PRSD.

This policy applies to all Division employees. The objective of the policy shall be to minimize the risks that may be associated with work situations for employees who work alone, while also minimizing any disruption to the worker's job responsibilities.

### **Risks**

This plan was developed to deal with risks identified for workers who are required by the nature of their job to work alone, not in the presence of a co-worker or supervisor. These risks may include:

1. Sudden and severe illness and injury to workers on the job site inside buildings or on school grounds.
2. Exposure to threats of violence or violent acts perpetrated by the public who may be in schools for legitimate school functions or permits or unauthorized intruders who are able to gain access to school buildings.

### **Requirements**

The following requirements are applicable:

1. No hazardous work will be conducted unless personnel are available to assist. e.g. high ladder work, scaffold work or working with hazardous equipment.
2. In situations where work is conducted in isolation, the employee will make contact on a scheduled basis with a designated contact person. Procedures are to be established for follow-up in the event there is failure to communicate as scheduled.
3. Buildings occupied by limited staff during "off" hours are to be secured to prevent unauthorized entry.
4. The Principal/Supervisor shall be responsible for the initiation of the above procedures at each building. (M.R.108/88)