



This procedure 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 procedure applies to all Division employees. The objective of the procedure 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. Buildings occupied by limited staff during "off" hours are to be secured to prevent unauthorized entry. Staff working alone are to follow above requirements.
3. The Principal/Supervisor shall be responsible for the initiation of working alone procedures at each building.
4. When a worker works alone or in isolation, the employer must identify the risks arising from the conditions and circumstances of the worker. The employer must take steps to eliminate or reduce the identified risks.
5. A safe work procedure must be developed for any employee who will be working alone. Staff must then be trained on the safe work procedures.
6. The safe work procedure must include: the establishment of an effective communication system that works for the area, a system of regular contact by the employer with the worker, and procedures for follow-up in the event there is a failure to communicate as scheduled.



## Procedure

1. In general, staff are to actively engage in safe working practices at all times:
  - a. Be aware that you are alone in your workplace.
  - b. Be aware of telephone numbers posted on Workplace Safety & Health bulletin boards and in all staff and service rooms. If assistance is required, and the required number is not available, contact your supervisor immediately.
  - c. Notify your supervisor or the police if you are suspicious of people hanging around your workplace.
  - d. Lock your vehicle while at work.
  - e. Walk in well-lit areas when entering or exiting the building.
  - f. Ensure exterior doors are secure when entering and exiting the facility
2. All Divisional employees must observe the following procedure when working alone:
  - a. Record the following information on the Sign In/Sign out Sheet: Name; Cellular Phone/Contact Number; Date; and Time In.
  - b. Leaving your cell phone number will allow other staff, including custodial staff, to contact you in case of an emergency, or if you have forgotten to sign out.
  - c. If someone has signed in before you, stop by their classroom to check on them and let them know you will be working in the facility as well.
  - d. If there is more than one person that has signed in before you, you need only contact the person who immediately preceded you.
  - e. If you are working longer than two (2) hours, you are required to take a break and touch base with any other staff that may be working or a "Working Alone Buddy" (# 3. Below, "Working Alone Buddy System). Repeat every 2 hours, if applicable.
  - f. Prior to exiting the facility, complete the Time Out field on the Sign In/Sign Out Sheet.
  - g. Ensure the outside door is latched, when exiting the facility, to provide security for others that may still be working in the facility.
3. The **Working Alone Buddy System** has been implemented to protect employees of Prairie Rose School Division when they find themselves working alone or in isolation in one of the Division's facilities/buildings.
  - a. If you find yourself working alone when you arrive at the facility, you must implement the Working Alone Buddy System, prior to entering the facility.
  - b. The buddy is responsible for periodically connecting with you at a prearranged time, it is the Buddy's responsibility to contact your supervisor to investigate. The buddy and supervisor are required to go to the building and investigate the reason for no communication.
  - c. A Buddy must be a current employee of the Prairie Rose School Division.
4. **Working Alone Buddy System Procedure:**
  - a. Call your buddy and inform them: 1) you will be working alone, as there is nobody at the school building; 2) you will call them every two (2) hours; 3) you will call them when you are leaving the building.
  - b. Call your buddy every two (2) hours.
  - c. Call your buddy when you are leaving the building.