

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 405 – Working Alone

Policy

The Fort McMurray Catholic School District (FMCS D) is committed to ensuring that measures are taken to protect workers who at times work alone.

Background

Under the Occupational Health and Safety Regulations (Section 14.1) the Fort McMurray Catholic School District is responsible for minimizing and eliminating risks associated with employees working alone. Employees are also required to co-operate and follow the rules designed to promote health and safety at the workplace.

Definitions

The working alone requirements of the OHS Code apply when both of the following conditions are met:

- a. a worker is working by himself or herself; and
- b. assistance, in the event of an injury, illness or emergency, is not readily available to the worker.

Three factors must be assessed when determining if assistance is “readily available” in the event of an injury, illness or emergency:

- a. Awareness: will other persons capable of providing assistance be aware of the worker’s needs?
- b. Willingness: is it reasonable to expect those other persons will provide helpful assistance?
- c. Timelines: will assistance be provided within a reasonable period of time?

Regular working hours

For the purpose of this policy, regular working hours for the FMCS D are defined as 7:30 am to 5:00 pm during the facility’s scheduled operating days.

During regular hours it has been determined that each facility has many people on site that are capable and expected to provide helpful assistance in a timely manner.

However, these still may be instances during regular hours where staff and supervisors must take precautions as they may be working in isolated portion of facilities such as roofs or mechanical rooms.

Working outside regular hours

Staff that either choose or are scheduled to work after regular hours may find themselves working alone in a facility or in an isolated area of a school.

Staff scheduled to work after regular hours such as caretakers or community hosts may, on occasions, be alone in the school or building or work alone in a certain area of the school. During these times, the school may also be open to the public for community use.

Responsibility of Supervisor or Manager

When a worker is required to work alone or may be exposed to risks associated with working alone, the supervisor or manager shall:

- a. Conduct a hazard assessment to identify existing or potential hazards arising from the conditions and circumstances of the worker's work;
- b. Implement appropriate measures to control or eliminate the hazards identified;
- c. Establish an effective means of communication between the worker and persons capable of responding to the worker's need; and

The assessment shall be in writing and be communicated to all workers affected by it. A copy shall be provided to the Occupational Health and Safety Committee.

Responsibilities of staff

All staff that either choose or are scheduled to work after regular hours shall follow the general working alone safety procedures listed in this policy and any additional measures associated with their job, shift or location.

Staff working outside regular hours shall:

- a. Be aware of personal safety issues such as accident, injury, or intrusion by outsiders;
- b. Ensure doors are secured upon entering;
- c. Enter their name, location and time of entry on the sign-in form located near the Building alarm panel;

- d. Seek out another employee in the school to make them aware they are there and check out when leaving;
- e. Be aware of your surroundings at all times.
- f. Do not let visitors in the building;
- g. Only authorized personal shall have access to the building outside regular hours;
- h. Employees working with the “Out of School Program” should only allow access to recognized parents;
- i. Notify a family member or friend of your location, provide them a phone number where you can be contacted on the premises (mobile or land line) and when you are scheduled to arrive back home. This person should be prepared to contact you if you are late arriving home. Be sure to contact them if you have a change in plans;
- j. Consider carrying a cell phone so you can contact someone in the event of an emergency;
- k. Upon exiting the building, ensure the immediate vicinity of the exit is safe and ensure the doors are secured. If it is not safe to exit the building, call security of the RCMP.
- l. In the event of an intruder staff should not confront the intruder, but rather proceed to the nearest classroom, secure the door and call 911.

References: <ul style="list-style-type: none"> • Occupational Health and Safety Act, • Occupational Health and Safety Code – Part 28 (Working Alone), • Workplace Health and Safety Bulletin: An Explanation of Working Alone Requirements • Handbook for the Prevention and Management of Critical Incidents • Safe and Caring School Policies and Procedures • Board Governance Policy EL # 1, EL # 2 	Approved:
Cross References: OP 150,152,153,154	<i>Date Approved:</i> <i>August 24, 2009</i> Date Revised: