

## Administrative Procedure 406

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# WORKING ALONE

### Background

Employees who are directed to work alone are to be protected in accordance with the Occupational Health and Safety Act.

### Definition

Work Alone means to work alone by administrative direction at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

### Procedures

1. In situations where employees are directed to work alone, principals and site supervisors shall ensure:
  - 1.1 That a hazard assessment to identify existing and/or potential hazards arising from the conditions and circumstances of the employee's place of work is conducted;
  - 1.2 An effective means of communication between the employee and persons capable of responding to the employee's needs is established; and
  - 1.3 Safety measures to reduce the risk to employees from the identified hazards are implemented.

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Approved: May 1, 2019

Reference: Section 60, 61, 113 School Act  
Occupational Health and Safety Act  
General Safety Regulation (AR 448/83)  
Working Alone Safely: A Guide for Employers and Employees