

#87403

## **WORK ALONE POLICY**

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 St. James-Assiniboia School Division.

This policy applies to all Division employees including but not limited to administrators, support staff (office staff, library technicians), teachers, security staff, and Maintenance Department workers (cleaners, cleaning assistants and caretakers in schools and administration buildings, shop tradesmen, utilitymen and summer students who work in buildings and grounds, and truck, bus, and courier drivers.

### **A. 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.

### **B. Minimize Risks for Maintenance Staff Working Alone**

Methods to minimize risks for Maintenance staff working alone include:

1. Maintenance shop tradesmen, utilitymen, drivers, and summer students who work alone should always carry an operating hi-frequency radio that communicates on the Division's radio frequency so that they can alert supervisors and co-workers if they have a safety concern.

<b>ADOPTED</b>	<b>REVIEWED</b>	<b>REVISED</b>	<b>PAGE</b>
13/Jan/04		26/Jun/12	1 of 4
Motion 02-16-04		Motion 11-10-12	

2. The school-based UHF radios will also be carried by night staff who will use them to alert the night supervisor or co-workers in other schools if they have a security or safety problem.
3. Crawlspace entry procedures must be posted at all crawlspace entry hatches and must be followed by all staff.
4. Night staff who feel their safety is in immediate danger should pull the nearest fire alarm and if possible proceed to the school entrance where the fire alarm annunciator panel is located. Employees should familiarize themselves with this location. This is an extreme measure and should only be taken if immediate assistance is required, the employee is in severe distress and they believe they cannot wait for assistance from the Supervisor, Night Custodial Staff or co-workers from adjacent schools or make a call on their own to 911.
5. Night staff who are in a building with co-workers should ensure that they check on each other every few hours during their shift (at breaks). In multi-staffed schools, only one of the workers will have a radio and the workers frequently are employed some distance apart. The school cleaner is responsible for security of the building and he/she must check to ensure all co-workers are out of the building before the alarm is set at the end of the shift.
6. Night staff, weekend event staff, weekend boiler checkers, and tradesman on callout should keep to a prearranged routine so that their family members or friends are aware of times they expect to arrive home and can take appropriate action in case the employee has had some difficulty after leaving his/her place of work.
7. As an extra measure of general safety for night staff who work alone, at the end of the shift, they must radio the Supervisor, Maintenance Shop on duty. The Supervisor, Night Custodial Staff shall keep a log of communications received at the end of the shift. If he is not contacted within 20 minutes of the normal close time, he will contact the alarm monitoring company to see if the building has been armed. If so, he will assume that the employee has left the building safely. If the alarm is not set, he will drive to the school as quickly as possible to investigate the situation.

ADOPTED	REVIEWED	REVISED	PAGE
13/Jan/04		26/Jun/12	2 of 4
Motion 02-16-04		Motion 11-10-12	

8. The Supervisor, Night Custodial Staff will keep a list of schools where employees are working alone at the end of their shift. The list will be updated to include situations where co-workers who are normally in a school till the end of a shift are absent and are not replaced by substitutes or where employees depart early leaving another employee alone in the school. With the permission of a Supervisor, Maintenance Shop, an employee may take the radio home in exceptional circumstances to be determined at the discretion of a Supervisor. Casual employees placed in work-alone situations will be trained on call-in procedures.

**C. Minimize Risks for Support Staff Working Alone**

Methods to minimize risks for support staff (Secretaries, Library Technicians) working alone during the summer include:

1. Staff that work alone should always carry an operating hi-frequency radio that communicates on the Division's radio frequency so that they can alert others on the frequency if they have a safety concern. Depending on the nature of the situation, co-workers should call 911 if the situation is urgent.
2. Staff who feel their safety is in immediate danger should pull the nearest fire alarm and if possible proceed to the school entrance where the fire alarm annunciator panel is located. Employees should familiarize themselves with this location. This is an extreme measure and should only be taken if immediate assistance is required, the employee is in severe distress and they believe they cannot wait for assistance from an adjacent school or make a call on their own to 911.
3. Staff who are in a building with co-workers should ensure that they check on each other every few hours during their shift (at breaks). In multi-staffed schools, only one of the workers will have a radio and the workers frequently are employed some distance apart.
4. Staff that work alone must radio or call the Supervisor, Night Custodial Staff before the Board Office closes as an extra measure of safety. The Supervisor, Night Custodial Staff shall keep a log of communications received at the end of his shift. In the event that a staff person works beyond Board Office hours, refer to point 5.

ADOPTED	REVIEWED	REVISED	PAGE
13/Jan/04		26/Jun/12	3 of 4
Motion 02-16-04		Motion 11-10-12	

5. In all cases, staff should keep to a prearranged routine so that their family members or friends are aware of times they expect to arrive home and can take appropriate action in case the employee has had some difficulty after leaving his/her place of work.

D. Minimize Risks for Other Staff Working Alone

Methods to minimize risks for other staff working alone include:

1. During regular hours during the summer, teachers and administrators can utilize the schools UHF radios to request assistance when working alone.
2. Administrators or teachers staying alone in the school after regular hours during the summer or during the school year on evenings or weekends should ensure their routines are known by immediate family members or friends and arrange to check in or arrive home on a pre-arranged basis.

ADOPTED	REVIEWED	REVISED	PAGE
13/Jan/04		26/Jun/12	4 of 4
Motion 02-16-04		Motion 11-10-12	