

Purpose/Background

The Division has established this Working Alone procedure in order to ensure employees working alone can do so safely and in accordance with Alberta Occupational Health and Safety legislative requirements. Safe working environments are those where employees are following proper procedures to ensure they are safe when working alone.

Definition

Working Alone: The term refers to work conducted alone at a worksite (with no one else present) or in areas of a building that are isolated from view or hearing distance (i.e. rooftop, vehicle, boiler room, separate wing of a large building, only worker in a building, etc.) and where assistance is not readily available in the event of an of an injury, illness or emergency. Working alone also refers to employees working out of their homes as approved or directed by their employer.

Work Site: Any location where division business is expected to be performed is considered to be a division work site.

Procedures

1. Principals/Supervisors will:
 - 1.1 First consider strategies to eliminate situations where any employee works alone.
 - 1.2 Ensure employees are trained and educated so they can perform a working alone task safely.
 - 1.3 Conduct a hazard assessment to identify existing or potential safety hazards in the workplace associated with working alone.
 - 1.4 Implement safety measures to eliminate or reduce risk to employees from the identified hazards.
 - 1.5 Ensure employees are informed of their responsibilities associated with working alone and are following communication protocols before, during and upon conclusion of working alone by completing the RVS Working Alone Protocol Guidelines found on myRVS
 - 1.6 Investigate incidents reported by employees and follow through with measures that will prevent the incident from occurring again.
 - 1.7 Evaluate safety measures on a regular basis to ensure safety measures still work, especially, as new changes in business operations arise.
2. Employee's will:
 - 2.1 Have a shared responsibility in furthering their safety when working alone and promoting employee well-being and due diligence to the safety of colleagues who will be working alone.
 - 2.2 Not work alone when conducting tasks that elevate a risk of injury and/or limit accessibility to safety and assistance unless acceptable controls are in place. This includes establishing a

system of visible and/or contact with a person that can readily provide assistance in the event of an emergency. High risk tasks including working with powered equipment, hazardous chemicals or potentially aggressive students, and community members.

- 2.3 Not work alone when working at heights above 10 feet or when working inside a confined or restricted space.
- 2.4 Participate with the working alone risk assessment and risk management decisions with your supervisor.
- 2.5 Follow safe practices outlined in the “Working Alone” plan and checklists listed below under reference.
- 2.6 Maintain regular communication as directed by supervisors.

Reference:

- RVS AF405-A Working Alone Communication Plan
- RVS AF405-B Working Alone Checklist – Isolation
- RVS AF405-C Working Alone Checklist – Employees Who Handle Cash
- RVS AF405-D Working Alone Checklist – Employees Away from Office
- RVS AF405-E Working Alone Checklist – Hazardous Work
- RVS AF405-F Working Alone Checklist – Travelling Alone
- RVS Working Alone Protocol Guidelines
- Section 33,52,53,68,197,204,222 Education Act
- Occupational Health and Safety Act, Regulations and Code
- RVS AP411 Occupational Health and Safety
- RVS Employee Health and Safety Management System Manual
- Working Alone Safely: A Guide for Employers and Employees, WA003