



Working Alone / Working in Isolation Guidelines Administrative Procedure 8.96

8.0 Safe Schools

Board Governance Policy Cross Reference:

Legal Reference: *MB Workplace Safety and Health Regulation Part 9 Working Alone or In Isolation*

Date Adopted: May 2018

Date Amended: June 2024

The safety and security of the worker and the facility in which they work is a very high priority with the Evergreen School Division.

All workers must be aware that working alone is a recognized hazard in the workplace:

Definition:

Working alone means the performance of any work function by a worker who:

- is the only worker for that employer at that worksite at any time or is;

Working in isolation; where assistance would not be readily available to the worker.

All employees of Evergreen School Division, who may, *at any time* during the year, work alone at their place of work, must complete **8.96 A: Working Alone Plan**.

All custodians, transportation and maintenance staff must also complete **8.96 B: Working in Isolation Plan**. This must be done with their Supervisor / Principal (and or designate).

If the information contained on the form should change, it is the responsibility of the employee to update the form(s) as soon as possible.

Custodial, Maintenance, and Transportation Staff When Working Alone:

1. If an employee is alone at a workplace for more than two (2) hours they will be responsible for making telephone contact as per **8.96 A: Working Alone Plan**.
2. If they fail to make contact at the appointed time(s); the contact person will then be responsible for implementing the emergency plan indicated on the **8.96 A: Working Alone Plan** by contacting persons listed on plan with key/FOB access to the workplace. For example: Head Custodian, Principal, Assistant Principal, Supervisor or Building Supervisor.
3. Note: During the summer months the first emergency point of contact will be ESC Admin Office @ (204) 642-6260.

Custodial, Maintenance, and Transportation Staff When Working in Isolation:

1. Before undertaking a task in isolation / in an unsupervised area (e.g. working in a crawl space or on the roof of a building) the worker must:
 - advise the school office, including the School Secretary, Principal or designate of where they will be working and provide an estimated amount of time necessary to complete the task
 - use **8.96 C: Working Alone / Working in Isolation Log** to sign in and out
 - carry an operating hi-frequency radio or cell phone so that they can alert supervisor(s) and co-worker(s) if they have a safety concern

2. The School Secretary, Principal or Designate: and the Worker must:
 - be in contact with the worker every two (2) hours while the task is being completed
 - locate the worker if they do not report “out” by the estimated time out
 - recorded on **8.96 C: Working Alone / Working in Isolation Log**
 - arrange an alternate plan if the worker has not completed their task by the time the Secretary, Principal or designate is ready to leave the workplace at the end of their shift/day

Custodial, Maintenance, and Transportation Staff

When Working Alone or in Isolation during school breaks (Winter Break, Spring Break, Summer):

1. An employee working alone must contact the Maintenance Department or designated ESD employee (“Buddy”) every two hours.
2. In the event that this contact is not made, the Maintenance Department or designated ESD employee (“Buddy”) will take steps to check on the employee’s well-being.
3. In the event that the employee does not arrive home at a prearranged time, the emergency contact person must call the ESC @ (204) 642-6260 or the Building Supervisor.
4. If an employee is called into a workplace for an **Emergency Call In** (after regular hours or on a weekend) and is required to enter an unsupervised area (e.g. crawl space), they must not do so without first contacting their immediate supervisor.

All Other Staff

Working Alone or in Isolation:

This includes but is not limited to Senior Administrators, Consultants, Directors, Clerks, Educational Assistants, Teachers/Teaching Staff and Information Technology Staff.

All staff planning on

- entering their workplace after regular hours
- coming in on weekends
- working beyond their regular working hours
- or working past the end of the evening custodian shift

need to

- call someone outside the workplace (i.e. a contact person) to inform them as to their plans (how long they expect to be at work)
- contact this person every 2 hours
- contact this person when leaving the workplace

If they fail to make contact at the appointed time(s); the contact person will then be responsible for implementing the emergency plan indicated on the **8.96 A: Working Alone Plan** by contacting persons listed on plan with key/FOB access to the workplace. For example: Head Custodian, Principal, Assistant Principal, Supervisor or Building Supervisor.

Minimizing Risk:

Staff should:

- be aware of emergency contact numbers
- be familiar with the location of the telephones and the Fire Alarm Pull Stations
- call 911 or the local RCMP in case of emergency
- pull the nearest fire alarm if they feel their safety is in immediate danger; this is an extreme measure and should only be taken if immediate assistance is required and employee is unable to contact others/call 911
- keep personal cell phones handy
- be knowledgeable about co-worker's duties and routines
- plan set times to meet for breaks
- do not attempt to do hazardous work when working alone (e.g. climbing a ladder)
- use common sense at all times