



# Working in Isolation Plan Administrative Procedure 8.96B

**This plan applies to custodians, cleaners, transportation and maintenance staff only.**

I understand that there may be times when I am not alone in my workplace, but I may have to undertake tasks that may put me at risk. Before undertaking any such tasks (i.e. working in a crawl space or on the roof of the building) for any reason I will:

- advise the school office, including the Secretary, Principal or designate of where the task will be performed and provide a pre-determined amount of time necessary to complete the task.
- advise the school office, including the School Secretary, Principal or designate of where he/she 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 he/she can alert supervisor(s) and co-worker(s) if they have a safety concern
- **during the summer months**, I must make arrangements with the Maintenance Department or a designated ESD employee (“Buddy”) to contact them every two hours
- in the event that this contact is not made, the Maintenance Department or designated ESD employee (“Buddy”) will take steps to check on my well-being;
- these steps are to be determined by myself and my supervisor and are:

1.
2.
3.
4.
5.
6.

**I have read and understand the intent of the above work plan.**

Employee Signature: \_\_\_\_\_

Employer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee to Distribute: 1 copy to any and all named persons in 1 through 6 above

Supervisor to Distribute: 1 copy filed with Emergency Response Plan