



Working Alone/Working in Isolation Log Administrative Procedure 8.96C

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
- sign in and out using this form
- carry an operating hi-frequency radio or cell phone in order to be able to alert supervisor(s) and co-worker(s) if they have a safety concern

The School Secretary, Principal or Designate must:

- be in contact with the worker every two (2) hours while the task is being completed
- locate the worker via radio or cell phone if they do not report "out" by the estimated time recorded on this form
- 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



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Date	Employee Name (please print)	Work Area	Estimated Time Out:	Time Logged In:	Employee Signature	Time Logged Out	Employee Signature	Cell Phone

When this form is full/complete please send to the Divisional Safety Officer.