WORKING ALONE ADMINISTRATIVE PROCEDURE

The Swan Valley School Division is committed to reducing risks associated with working alone. This *Working Alone Policy* and any *Worksite Specific Plans* must be reviewed with all division staff during orientation.

This policy will be posted on workplace safety and health bulletin boards at all worksites.

Supervisors Responsibilities

- Take steps to eliminate or reduce the risks to workers working alone.
- Train workers in the *Working Alone AP.*
- Ensure workers comply with the *Working Alone AP.*
- Identify risks associated with the workers' regular job duties.

Employee Responsibilities

- Endeavor not to work alone or in isolation if at all possible.
- Notify supervisors of plans to work outside of regular hours.
- Establish a working alone plan with their supervisor.
- Follow working alone procedures as established by the Swan Valley School Division.
- Notify supervisor of any unforeseen risks associated with their job duties while working alone.

All staff working alone including teachers, custodians and maintenance staff, are responsible to communicate and establish a *Working Alone Plan* with their supervisor. The hazards associated with the job must be considered when implementing a *Working Alone Plan.*

The *Working Alone Plan* must include:

- The designated check-in SVSD employee's name and contact information.
- The employee's immediate supervisor's name and contact information.
- Maintenance Supervisor's name and contact information.
- Description of work.
- Established work hours.
- Check-in interval: beginning of shift, every 2 hours check in, and end of shift.
- Method of check-in.
- Review of emergency equipment on site and the emergency response plan.
- Procedure for the current school year.
- Supervisors will review AP:909 annually during staff meetings.
- Workers renew Working Alone Plans annually.

The *Working Alone Plan* must be communicated to the designated check-in person and to the staff member's supervisor. Working Alone Plan forms are available at svsd.ca for all staff.

*Ensure a copy of the working alone plan is forwarded to:

- Staff member working alone
- Check-in contact and/or the monitoring system
- On-site supervisor
- Maintenance Supervisor
- WSH Officer

Swan Valley School Division staff travelling from their regular worksite to out of office work should ensure their designated contact person is aware of their destination, expected time and date of return, their mode of travel, and alternate plans should poor weather or traffic issues arise.

Assess the cellular service in rural worksites to ensure access to a communication device is available at all times. Acceptable means of communication may include, but are not limited to, worksite telephone, cell phone, or two-way radios. If alternate methods of communication are needed for check in purposes, including the need for WIFI, the employee must request alternate methods to their supervisor.

In the event the employee, as scheduled, does not contact his or her designated contact, the designated contact must attempt to contact the employee. If the employee cannot be reached:

1. The designated check-in person must contact the direct contact supervisor immediately.
2. If the supervisor cannot be reached, contact the maintenance supervisor.
3. The supervisor or emergency contact must travel to the work site or school and check in on the worker working alone.
4. Determine if there is a need for emergency services.
5. If in doubt, call **911.**

*If a supervisor or maintenance supervisor is not available, please use the Emergency Contact List to contact an SVSD staff member. Emergency Contacts are listed on the Working Alone Plan.

If the school has an electronic monitoring system and the employee does not check in as scheduled, the monitoring system will follow the above system. If Divisional staff are not available, they will activate 911.

Check-in's

Check-in – Check-out sheets will be available at all worksites. Check-in sheets will include: check-in time, location of planned work, and check-out time. These sheets will be located beside the building's alarm system.

Teachers accessing their work site after school hours – during custodian hours, must check in to notify custodians and others of their location in the building. In check-in situations, all staff are encouraged to make regular contact with each other during their planned time in the building. All staff are encouraged to end their work activities prior to the custodian's end of shift, or their Working Alone Plan must activate. Custodians will ensure the building is unoccupied before leaving for the night.

All employees working alone are exposed to varying degrees of risk. Consider high-risk activities, pre-existing medical conditions, potential of exposure to threats of violence, extreme weather conditions and practicality when implementing a *Working Alone Plan* with your staff, including check-in time intervals and restricting activities.

High Risk Activities include;	Considerations
Working at Heights	Staff with pre-existing medical conditions
Working in Confined Spaces	The potential of exposure to threats of violence
Working with Electricity	
Working with Hazardous Chemicals	
Working with Materials Under Pressure	
Working in Extreme Weather Conditions	

General Precautions for Swan Valley School Division Personnel:

- Lock your vehicle while at work.
- Be knowledgeable about co-workers' duties and routines and plan a set time to meet for breaks.
- Ensure that all exterior doors are secure when scheduled activities have been concluded.
- Walk in well-lit areas when entering or exiting the building.
- If possible, exit the building with other workers after completing your shift.
- Implement a working alone routine.

If the risk associated with a regular job increases due to extreme weather conditions or other factors, contact your immediate supervisor to request additional support and update the working alone plan as needed.

Considerations for Non-Divisional Personnel

- Subcontractors are required to follow their company safety and health program working alone policies***.***
- Be familiar with emergency equipment.
- Ensure you have a method of checking in established.
- Ensure an emergency response plan is in place should an emergency arise.

Working Alone Plan

WORKER INFORMATION		
SCHOOL		
SUPERVISOR NAME		
SUPERVISOR CONTACT INFORMATION		
WORKER WORKING ALONE		
POSITION		
WORKER CONTACT INFORMATION: Direct Contact		

DESCRIPTION OF WORK		
WORK HOURS -- AM		
WORK HOURS -- PM		
WORKING ALONE TIME FRAME		
EMERGENCY EQUIPMENT ONSITE & REVIEWED W/ WORKER?	☐ YES	☐ NO

Description of Work:

CHECK IN PLAN			
CHECK IN PERSON (SVSD Employee (up to 4) or Monitoring System)			
CHECK IN PERSON CONTACT INFORMATION: Direct Contact			
PHONE NUMBER:			
CHECK IN TIMES (Every 2 hours)			
METHOD OF CHECK IN:			
SUPERVISOR INFORMATION PROVIDED TO CHECK IN PERSON (if required)?	☐ YES	☐ NO	

EMERGENCY RESPONSE PROCEDURE

IF A WORKER DOES NOT CHECK IN WITH THEIR DESIGNATED CHECK IN PERSON:

1. Designated check in person must contact the direct contact supervisor immediately or monitoring system will contact emergencies services/supervisor.
   - If the supervisor cannot be reached, contact the maintenance supervisor.
   - Supervisor or emergency contact must travel to work site or school and check in on worker working alone.
   - Determine if there is a need for emergency services.
   - If in doubt call **911**.

***If supervisor or maintenance supervisor is not available, please use Emergency Contact List to contact an SVSD staff member**

REVIEW		
WORKING ALONE PROCEDURE AP:909 REVIEWED?	☐ YES	☐ NO
WORKER	PRINT & SIGN	DATE
SUPERVISOR	PRINT & SIGN	DATE

Emergency Contact List

	Emergency Contact	Position	Cell Phone
1		ONSITE SUPERVISOR: Principal/VP/Supervisor	
2		Maintenance Supervisor	
3		Superintendent	
4		Secretary-Treasurer	
5		Student Services Coordinator	
6		Transportation Supervisor	

*Ensure a copy of this working alone plan is forwarded electronically to:

- Staff member working alone
- Check in Contact (if there is no monitoring system)
- On-site supervisor
- Maintenance Supervisor
- WSH Officer