WORKING ALONE

Background

Employees who are directed to work alone are to be protected in accordance with the Occupational Health and Safety Regulation.

Definition

Work alone means to work alone by administrative direction at a work site in circumstances where assistance is not readily available in the event of an injury, illness, or emergency.

Procedures

1. In situations where employees are directed to work alone, principals and site supervisors shall ensure:
   - 1.1 That a hazard assessment to identify existing and/or potential hazards arising from the conditions and circumstances of the employee's place of work is conducted.
   - 1.2 An effective means of communication between the employee and persons capable of responding to the employee's needs is established.
   - 1.3 Safety measures to reduce the risk to employees from the identified hazards are implemented.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 *School Act*
Workers' Compensation Act
Occupational Health and Safety Regulation

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