

Administrative Procedure 404

WORKING ALONE OR IN ISOLATION

Background

Based on the *Workers' Compensation Act* and its regulations, this administrative procedure endeavours to ensure the safety of District employees who work alone. "Working alone" means to be at the work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency. Under this procedure, employees are on the work site when they reach the parking lot. For most staff members, the work site is a school. Some workers, including maintenance staff, may have a variety of work sites.

For the purposes of this procedure, the term "supervisor" refers to the individual the assigned staff member reports to within the organization. For example, the supervisor is the Principal when referring to school based staff and the Manager of Facilities when referring to maintenance staff.

This procedure recognizes five (5) categories of employees:

1. Employees who handle cash.
 - These employees include school secretaries and some teachers who may be at risk for robbery.
2. Employees who travel to meet with others.
 - Certain education assistants, District Office staff and others fit this category.
3. Employees who do hazardous work but have no routine interaction with others.
 - On occasion, some of our maintenance personnel fit this category.
4. Employees who travel alone but have no routine interaction with others.
 - Maintenance staff frequently fit this category. Staff traveling to a conference may fit this category, particularly if they stay overnight.
5. Employees whose worksite is isolated from public view.
 - Custodial staff, teachers and administrators who access the school on evenings or weekends are examples of employees who fit this category.

Procedures

1. All supervisors will conduct a hazard assessment to identify existing or potential hazards.
2. The Board will develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.