



WORK ALONE

AG 24.01

Policy Section
Administration - General

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n/a

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See last page

PURPOSE

To provide for measures to protect the health and safety of, and minimize the risk to, any worker working at one of the Nipissing-Parry Sound Catholic District School Board locations who is the only worker in the workplace, in circumstances where assistance is not readily available to the worker in the event of an injury, ill health or emergency. Strict adherence to this policy will help to meet the health and safety requirements to protect the workers from harm and demonstrate due diligence in working alone situations.

APPLICATION

This Policy applies to all employees who are working alone.

POLICY

Supervisors are responsible for ensuring that a procedure is in place for assessing working alone situations and that site-specific working alone plans are developed, implemented, communicated and enforced.

All Supervisors shall review all worksites and employee work schedules under their supervision, to identify employees who may Work Alone.

All Supervisors shall meet with the employees who they have identified as being required to Work Alone, to assess the conditions under which the employee is working, determine potential hazards and ways to minimize them, and to establish a means of communication with a contact person to aid in an emergency. The activities the employee will be completing in the course of their work will be assessed for their level of risk; higher risk activities require shorter times between communication with the contact person. The result will be a written plan for working alone in a specific school or worksite. The Supervisor will work collaboratively with Health and Safety Officer to develop the Work Alone plans.

The Work Alone plan shall be signed and dated by both the Supervisor and the employee who is required to Work Alone. A copy of the Work Alone plan will be provided to the employee.

Once the Work Alone plan has been developed, it will be shared with the Joint Health & Safety Committee of the Health & Safety Representative.

All employees who Work Alone shall comply with the Work Alone plans developed.

This policy will be reviewed and signed annually by the Director of Education, and was reviewed on: June 20, 2022 and June 15, 2023.

Director of Education, Paula Mann