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| Procedure Title | Working Alone | | |
| Date of Issue | June 7, 2000 | Related Policy | BP 3801-D |
| Revision Dates | | Related Forms | |
| Review Date | | Originator | System Administrative Team |
| References | | | |
| BP 3801-D - Health and Safety; Occupational Health and Safety Act; Regulation 851 | | | |

Procedure:

1. Authority

- Bluewater District School Board BP 3801-D regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- The Occupational Health and Safety Act and Regulation 851.

2. Board Requirements

- When an employee is working alone in a building, ensure that the employee's well being is safe guarded and reasonable precautions are taken for the protection of the workers.

3. Principal/Manager Responsibilities:

- Make all staff aware of and ensure compliance with Administrative Procedure, School Security and Keys AP 3306-D, for signing out, security and return of keys.
- Develop and implement local process to ensure when anyone is working alone in the building, all building exterior doors are locked at **all times**, throughout the year.
- Sites with out-buildings, i.e., portables, develop a site specific safety plan.
- Encourage staff to inform another person, i.e. spouse or family member, of his/her plans to work alone in building.

4. Employee Responsibilities:

- Follow the Administrative Procedure, School Security and Keys AP 3306-D, for signing out, security and return of keys.
- Inform another person of his/her plan to work alone in building
- If staying in building alone for an extended period of time, make arrangements to contact another person by telephone.

- Know the location of a telephone in the work site and secure keys to permit access.
- While working alone in the building, ensure all building exterior doors are locked **at all times**.
- Park his/her vehicle in a well lit, easily visible location as close to the building exit as possible.
- When alone, avoid implementing any new procedures or equipment
- Any work in out-buildings, i.e. portables, should be done as early in employee's schedule as possible.
- Take special care to follow safety precautions while working and avoid unnecessary risks.
- In cases of emergency or threat, pull fire alarm that is monitored 24 hours per day and results in response for assistance.