

7.0. Safe Schools

7.0. SAFE SCHOOLS – WORKING ALONE

Adopted: November 27, 2012, May 9, 2017

Reviewed by Committee:

Policy Reference: EL-1.1

Legal Reference: W S & R Regulation Part 9

This regulation is in compliance with the Manitoba Workplace Safety and Health Act W210 & Regulation 217/2006 Part 9 "**Working Alone or in Isolation**" to protect Division employees while working alone in their workplace.

The safety and security of all employees is a high priority for Lakeshore School Division.

All employees must be aware that working alone is a recognized hazard in the workplace:

Definition:

Working alone means the performance of any work function by a worker who:

- is the only worker for that employer at a given worksite at any time, or,
- is working in isolation; where assistance would not be readily available to the worker.

All Employees – Working alone or in isolation: After hours

All employees while on School Division property must observe the following procedures:

1. Employees shall complete a "**Working Alone Plan**" prior to entering School Division property.
2. If the information contained on the plan should change, it is the responsibility of the employee to update the plan as soon as possible.
3. Custodians and maintenance staff must also complete a Working in Isolation Plan.
4. The School Principal or designate will provide employees with direction about the process and importance of filling out the plans.

Working Alone Plan:

An employee working alone at his or her workplace is required to inform his or her emergency contact prior to entering the facility and maintain contact every two hours and upon leaving the facility. Employees are responsible for contacting their contact person by telephone. Failing to make contact at the appointed time means that the contact person will be responsible for implementing the emergency plan as indicated on the employee's Work Alone Plan.

Custodial and Maintenance Staff – Working in Isolation during the school year:

Definition:

Working in Isolation means working in circumstances where assistance is not readily available in the event of injury, ill health or other emergency.

Working Alone Plan:

Before undertaking any such task in an unsupervised area (e.g. Working in a crawl space or on the roof of a building) the worker must:

1. Advise the school office, including the school secretary, principal or designate of where he/she will be working and provide an estimated amount of time necessary to complete the task and to set a timer with audible alarm to indicate the time of return.
2. Complete the “in time” on the Log Sheet which must be kept available in the Administration Office.
3. Record the “out time” on the Log Sheet once the task has been completed and ensures contact with the secretary, principal or designate when he/she is cleared from the task.
4. Carry a two-way radio or cell phone so that they can alert supervisors and co-workers if they have a safety concern.

The school secretary, principal or designate:

1. Be in contact with the worker every two (2) hours while the task is being completed.
2. Locate the worker, if he/she does not report “out” by the estimated time recorded on the log sheet.
3. Arrange an alternate plan if the worker has not completed his/her task by the time the school secretary, principal or designate is ready to leave the workplace at the end of their shift/day.

Custodial, Maintenance and Bus Mechanics - Working alone or in Isolation during off hours (e.g. Summer, Christmas and Spring Breaks or when the employee is alone in the facility).

Work Alone Plan:

1. An employee working alone must contact the Lakeshore School Division office at the start of their shift and maintain contact by phone every two (2) hours throughout the day and at the end of the day.
2. Bus mechanics, when required to leave the school division property during working hours, are required to contact the school division office prior to leaving the bus garage and to contact the division office or designate every two hours and upon return.
3. In the event that contact is not maintained, the Division Office shall initiate the Employee’s Working Alone Plan to ensure the employee’s well-being.

4. If the employee does not maintain the prearranged contact times, the emergency contact person must call the person on the emergency working alone plan to initiate a search.

Emergency Call Back:

If an employee is called into the workplace after regular hours or on a weekend and is required to enter an unsupervised area (e.g. crawl space) they must not do so without first contacting their immediate supervisor and initiate the Working Alone or Working in Isolation Plan.

Minimize Risks for Employees Working Alone or Working In Isolation:

Staff shall:

1. Be aware of the list of emergency contact numbers posted in their workplace.
2. Be familiar with the location of the telephone and the Fire Alarm Pull Stations;
3. **IN CASE OF EMERGENCY CALL 911**
Employees who feel their safety is in immediate danger should pull the nearest fire alarm. This is an extreme measure and should only be taken if immediate assistance is required.
4. If the employee has access to a cell phone, the employee should carry it at all times when working alone or isolation in case there is an emergency or safety concern.
5. Be knowledgeable about co-worker's duties and routines. Plan a set time to meet for a break.

Do not attempt to do hazardous work when working alone, **Think Safety.**



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WORKPLACE SAFETY & HEALTH – WORKING IN ISOLATION PLAN

This portion of the Working Alone Plan applies to Custodians, Cleaners and Maintenance Staff ONLY during Regular School Months:

I understand that there may be times when I am working alone in my workplace and I have completed a Working Alone Plan as a precautionary measure for those times. I also understand that there may be times when I am not alone in my workplace, but I may have to undertake tasks that may put me at risk. Before undertaking any such tasks (i.e. going into a crawl space or onto the roof of the building) for any reason I will:

1. Advise the school office, including the school secretary, principal or designate of where the task will be performed and provide a pre-determined amount of time necessary to complete the task.
 - a. Record the “in time” on the Log Sheet which must be maintained in the Administration Office.
 - b. Record the “out time” on the Log Sheet once the task is completed.
2. If available, carry an operating two-way radio or cell phone so that I can alert supervisors and co-workers of a safety concern.
3. Make contact with the school office (school secretary, principal or designate) every two hours while completing the task.

In the event that I do not return at the pre-determined time, the following procedures will take place (employee and principal to determine sequence of events i.e. who will go and look for employee, who will notify in an emergency etc.):

During the summer months, I understand that I must make arrangements with a “co-worker” working in the school or the Lakeshore School Division office prior to working in isolation.

I have read and understand the intent of the above work plan.

Employee Signature: _____ Employer Signature: _____
Date: _____

Distribution: 1 copy to Employee/contact person 1 copy at Workplace 1 copy at Division Office



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WORKPLACE SAFETY & HEALTH - WORKING ALONE PLAN

All employees of **Lakeshore School Division**, who may, at any time during the year, work alone at their place of work, must complete this form. If the information contained in this form should change, it is the responsibility of the employee to complete an updated plan as soon as possible prior to working alone.

Definition: Working alone means the performance of any work function by a worker who:

- (a) is the only worker for that employer at that workplace at any time, and
- (b) is working where assistance would not be readily available to the worker.

Employees working alone at their workplace, **are required to contact their emergency contact prior to entering the facility and maintain contact every two (2) hours and upon leaving.**

Employees are responsible for contacting the contact person by telephone. Failing to make contact at the appointed time means that the contact person will be responsible for implementing the emergency plan as indicated on the employee's Working Alone Plan below.

Employee Name: _____	Title: _____
School/Building: _____	Phone Number: _____
Physical location/address of workplace: _____	
Name of person you will contact by telephone when you are working alone at your workplace:	
Name (please print): _____	
Signature: _____	
Phone Number: _____	

In the event that I do not make contact with the above stated person at the appointed time this person will implement the following plan to ensure your well being:

Contact one of the workplace representatives below (must have access to the workplace):	
Name/Title: _____	Phone Number: _____
Name/Title: _____	Phone Number: _____
Name/Title: _____	Phone Number: _____

In the event that none of the school representatives can be reached, contact the local RCMP at 911 for immediate assistance.

Prior to entering school division property, it is my responsibility to ensure I have a current Working Alone Plan in place and the specified contact has been made.

I have read and understand the intent of the above work plan.

Employee Signature: _____ Employer Signature: _____
Date: _____

Distribution: 1 copy to Employee/contact person 1 copy at Workplace 1 copy at Division Office