

## Administrative Procedure 405

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# WORKING ALONE

### Background

The purpose of the working alone Administrative Procedure is to ensure that employees can continue to work safely when working alone. The Division has a responsibility to minimize and eliminate the risk associated with the employees who work alone.

This Administrative Procedure outlines the legislation around working alone and provides written procedures for safe work practices that must be put in place when a Division employee is working alone. Working alone can result in dangerous or hazardous situations. It is important that employees understand the inherent risks of working alone and by adhering to this Administrative Procedure, the risks to Division employees can be minimized.

### Definition

Employees are considered to be working alone when they are out of visual and voice contact with another person at the site. In these situations, assistance would not be readily available should an incident or injury occur.

### Procedures

1. Only employees who demonstrate competence, technical skill, knowledge in their job, and knowledge of health and safety and emergency issues shall be allowed to work alone. This will be determined by the employee's Supervisor (Principal) or Manager.
2. Risk must be minimized by limiting/prohibiting high risk tasks while working alone. Where possible, schedule high risk activities during normal business hours or when another worker is present. High risk activities include but are not limited to: working in confined space; working at heights/scaffolds/roof; laboratory work/machine work; highly hazardous substance/material/equipment; or, other hazards identified by hazard assessment.
3. Physical disabilities or medical conditions which would exclude the employee from working alone must be taken into consideration.
4. All employees must be trained and be familiar with the site Emergency Response Plan.
5. All emergency response supplies such as First Aid Kit, Eyewash Stations/Bottle, Fire Extinguisher etc. must be readily available to an employee working alone.
6. It is recommended that an employee provide contact details of a colleague or supervisor to their family member so that in the event of an emergency, the family member can contact someone should the employee not return from work as expected.

7. In situations where employees are directed to work alone, principals and site supervisors shall ensure:
  - 7.1 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 and that working alone, itself, is identified as a hazard;
  - 7.2 An effective means of communication between the employee and persons capable of responding to the employee's needs is established;
  - 7.3 Safety measures to reduce the risk to employees from the identified hazards are implemented;
  - 7.4 That employees and supervisors will be in contact at regular intervals appropriate to the nature of the hazard associated with the work;
  - 7.5 That employees who are working alone are required to have the work alone pendent near; and
  - 7.6 That employees are aware of the crisis response plan and will act accordingly to the emergency.

Adopted: June 30, 2017  
Reviewed/Revised: February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225  
Occupational Health and Safety Act  
Occupation Health and Safety Code Part 28  
Working Alone Safely: A Guide for Employers and Employees