



HUMAN RESOURCES

Working Alone H207

POLICY

Southeast College is committed to providing its employees a safe and healthy work environment. This policy extends to all College related business where an employee may work alone or in isolation.

PURPOSE

To provide a safe work environment for College staff working alone or at isolated locations.

SCOPE

All staff

GUIDELINES

Southeast College is committed to taking the precautionary measures necessary to ensure a safe work environment for staff who work alone or in isolated places of employment. All College employees share a responsibility to ensure safety in the workplace.

ALL STAFF WORKING ALONE ARE EXPECTED TO HAVE A PANIC BUTTON AND MUST BE WORN AT ALL TIMES WHEN WORKING ALONE OR HAVE THE EQUIPMENT READILY AVAILABLE TO DIAL 911.

DEFINITIONS

WORKING ALONE - as defined within the Occupational Health and Safety Regulations, 1996, means “to work at a worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.”

ISOLATION - means to work in circumstances where assistance would not be readily available to the worker, in case of an emergency or in case the worker is injured or in ill health.

WORKSITE - refers to any College occupied building, site, workshop, structure, mobile vehicle, or any other premises or location whether indoors or outdoors in which one or more workers are engaged in work or have worked.

WORKER/EMPLOYEE - any person engaged in an occupation in the service of the employer. (Southeast College)

SUPERVISOR - a person authorized by the employer to oversee or direct the work of workers.

FACILITIES PERSONNEL - a person authorized by the employer to oversee the development and maintenance of College facilities.

NORMAL WORKING HOURS - are the hours when there are typically College workers available to help in the case of an incident, normally between 8:00 a.m. and 5:00 p.m.

PROCEDURE

The following are procedures meant to aid supervisors who supervise workers working alone or in isolation, to identify situations in which an employee is working alone or in isolation, and to establish the specific conditions that workers must follow in performing specific tasks or checks when working alone, in isolation, or outside normal working hours:

1. Where an employee is required to work alone or at an isolated place of employment, the employee's supervisor will complete a **Working Alone or in Isolation Assessment of Potential Risks/Hazards Checklist (H207.1)** to identify the potential risks arising from the conditions and circumstances of the employee's work or the isolation of the place of employment. The College shall take all reasonably practical steps to eliminate or reduce the potential risks/hazards identified.
2. Following an assessment of the workplace, supervisors will develop, implement, and communicate site/situation specific protocol in congruence with the above procedures with appropriate facilities personnel. A copy will go to Human Resources.
3. Supervisors are to describe conditions under which working alone or in isolation is permitted, indicating which tasks may be performed and which are prohibited.
4. Employees working alone when campuses/classrooms are closed to students and the public should ensure exterior doors are locked and telephone communication is nearby.
5. As outlined in OH&S Regulation, Section 35, supervisors identify and take any necessary steps to eliminate or reduce identified risks, for employees working alone or in isolation, by ensuring the following:
 - a. The establishment of an effective communications system that may consist of:
 - I. Radio communication;
 - II. Phone or cellular phone communication; or
 - III. Any other means that provides effective communication in view of the risks involved.
 - b. May include any of the following:
 - i. Regular contact by the employer or contractor with the worker working alone or at an isolated place of employment. Ex. A supervisor develops a communication protocol for an employee to Skype them (their supervisor) when they arrive safely at work, prior to leaving work, and following up with a phone call or text when the employee arrives at their final destination;
 - ii. Limitations on, or prohibition of, specified activities;
 - iii. Provision of minimum training or experience required for safe work practices, thus ensuring minimum standards of competency are met;
 - iv. Provision of personal protective equipment;
 - v. Establishment of safe work practices or procedures;

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- vi. Provision of emergency supplies for use in travelling under conditions of extreme cold or other inclement weather conditions.
- c. Facilities provides safety orientation for new hires
- 6. Facilities personnel will be responsible to house all documents related to employee training and orientation on their shared and secure drive.

REFERENCES

Facilities Safety Plan

Occupational Health and Safety Regulations, 1996 (4 Oct 96 Co-1.1 Reg 1 s35)

FORMS

H207.1 Working Alone or in Isolation Assessment Checklist - Potential Risks/Hazards

Effective Date: March 2018

Date last reviewed: New Policy

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Approved by: Executive Management March 2018