

ADMINISTRATIVE PROCEDURES

SUBJECT: Working Alone

The Lambton Kent District School Board recognizes that there are times when employees may be required to work alone to complete job requirements. The purpose of this procedure is to identify hazards to employees working alone and to try to eliminate, minimize or control the risk and to provide assistance for workers working alone in the event of an accident or emergency. All workers are required to work in compliance with the Occupational Health & Safety Act and corresponding regulations at all times.

Working alone means the performance of any work related activity during the course of employment by a worker who is the only worker at that workplace at any given time, and is not directly supervised. A person is also considered to be working alone when he/she is on his/her own; when he/she cannot be seen or heard by another person; and when he/she cannot expect a visit from another worker or member of the public for some time.

1. When working alone, all LKDSB safe work practices and administrative procedures must be followed.
2. Any staff member, included but not limited to teachers, maintenance staff, secretaries, custodial, etc, who will be working alone outside his/her normal hours (evening/weekends/holidays) must ensure that he/she has notified his/her immediate supervisor or designate.
3. In order to assist with the notification requirement above, schools will maintain a log in the office whereby school staff members intending to work after their normal working hours where the building would normally be considered closed (i.e. weekends, holidays, etc.) would be required to complete the log with the details of the work they intend to perform. School Principals should examine the log for their building at an interval that would ensure that they are aware of the work occurring in the building during these time periods. The school principal and/or the employee's supervisor should review any work that meets or exceeds the criteria of Hazard Level 11 as defined in Appendix I attached to ensure that proper controls are in place and/or to determine whether the work should be rescheduled.
4. For the purposes of this document, schools are not considered closed during the evening when the normal afternoon custodial shift is still in operation. Staff members who come into the building to perform work during this time period should make their presence known to the school custodian upon entering the building. Any staff member planning on performing work during this evening period that meets or exceeds the criteria of Hazard Level 111 as per appendix 1 must first review his/her work plan with the school principal/supervisor to ensure appropriate controls are in place and that the principal/supervisor is in agreement that this

work can take place. Please note that this clause does not include normal custodial functions that are being performed by custodial staff members during their normal work period.

5. Staff working alone should not perform any hazardous work assessed as a Level IV in Appendix I attached. If while performing a task a worker encounters a situation which could be deemed hazardous, he/she should stop the work and immediately notify his/her supervisor for appropriate instructions. Hazardous work is work that is considered high risk due to the material or equipment the worker is using or working with (i.e. chemicals, moving/rotating power equipment, electrical panels & vaults, etc.) or where there is a greater risk for injury. Where deemed necessary, the principal/supervisor will perform a risk assessment with the worker. See Appendix 1 for assistance with Risk Assessment
6. The school principal/supervisor at his/her discretion may refuse to allow work at any hazard level to take place after hours or while a staff member is working alone.
7. Where the facility is a school, the School Principal should be made aware of any scheduled work that is going to take place after hours beyond routine work (i.e. normal custodial cleaning, maintenance work, etc.) by the Building Services Department. If the work occurred as a result of an emergency (i.e. boiler failure, flood, etc.) the school principal should be notified as soon as reasonably possible.
8. All staff working alone should be aware of the emergency procedures for that particular facility including the location of the first aid box and fire extinguishers.
9. All staff working alone after normal operational hours should ensure that exterior doors and windows are locked to prohibit unauthorized entry. If there is an extra-curricular activity occurring after normal operational hours (i.e. community use events, etc.) a designated entrance should be identified in order to control activity within the facility.
10. All staff working alone during part of an entire working shift should attempt to complete work in any remote locations of the facility during the part of the shift when other staff members are within the facility.
11. Staff members are not allowed to use personal listening devices with headphones (i.e. Mp3 players, etc) while working alone as these items could interfere with normal hearing.
12. Staff members should restrict their outside and/or maintenance activities to day light hours.
13. School dumpsters should be located in well lit areas at least 45 feet from the building.
14. Supervisors should ensure that all staff members who are required to work alone as part of their normal working duties have a communication device or plan made available to them in case of an emergency. Staff members choosing to come in after hours to work alone should have their own communication device or plan in place to use in case of an emergency. Workers should be made aware that if the situation warrants, the fire alarm pull station can be used to summon immediate assistance. Workers required to travel to complete their work assignments should have an emergency plan in place in the event of a break down, accident, etc. to summon assistance.

15. The Health & Safety Officer will provide a working alone awareness e-training module to be completed by all staff every three years. All new hires are required to complete it as part of orientation training.
16. Supervisors/principals must review the safe work procedures and materials for any unscheduled work over and above the worker's normal routine. This includes providing any necessary specific training and equipment needed to perform the job.
17. Principals and managers are not required to notify their superintendent/supervisor when coming in to perform work after hours unless the worker meets or exceeds a Level 111 as per the Appendix I attached.

Implementation Date: October 5, 2010

Revised: January 4, 2011

Reference: Occupational Health and Safety Act

Risk Classification System for Working Alone

Hazard Level I – Minimal Risk

There is minimal hazard with respect to the activity and the work environment. Examples include, but are not limited to, general office work, computer work, writing reports, etc.

Hazard Level II – Some Risk

Some minor hazard(s) exist in the activity and/or work environment, but the risk is decreased by the control measures in place. Examples include, but are not limited to custodial duties, laboratory work with minimal risk, working with risk population. At this level it is good practice to use an effective buddy system under certain circumstances. It is also recommended that the buddy check on his/her co-worker a minimum of once an hour.

Hazard Level III – Moderate Risk

There is considerable hazard in the activity and/or work environment, but the risk is minimized by effective multiple control measures. Examples include, but are not limited to, working at heights, with electricity, with hazardous substances or materials, with materials at high pressure, or with high risk populations. At this level work may be performed only when another person with knowledge of the work, its hazards, and proper emergency response procedures is within shouting distance.

Hazard Level IV – Considerable Risk

There is considerable hazard in the activity and/or the work environment, and the risk is not minimized by multiple control measures. Examples include, but are not limited to, conduction repairs and maintenance to heavy or live equipment. At this level working alone is not permitted.

If an individual supervisor or worker has difficulty determining a hazard level or has concerns with respect to the level of risk, they should contact their superintendent, department manager or the Health & Safety Department for assistance.