	Prairie Rose School Division No. 8 Health and Safety	CODE: HS201
	Working Alone	ISSUED: REVIEW DATE:
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Alberta Occupational Health and Safety Code 2006 Part 28 Working Alone states that:

393(1) This Part applies if

- (a) a worker is working alone at a work site, and
- (b) assistance is not readily available if there is an emergency or the worker is injured or ill.

(2) Working alone is a hazard for the purposes of Part 2.

Precautions required

394(1) An employer must provide effective radio, telephone or other electronic communication between a worker who works alone and persons capable of assisting the worker in an emergency or if the worker is injured or ill.

(2) Despite subsection (1), if effective electronic communication is not practicable or readily available at the work site, the employer must ensure that

- (a) the employer or another competent worker visits the worker, or
 - (b) the worker contacts the employer or another competent worker.
- (3) The visits or contact under subsection (2) must be at intervals of time appropriate to the nature of the hazards associated with the worker's work.

1.0 Purpose

To establish a process to assess the workplace and take preventable measures to eliminate or minimize risks when employees are alone and to ensure employees who work alone have a means of communication with individuals who can respond to an emergency situation.

2.0 Scope

Any location where Division business is performed is considered part of the work site, including traditional office and school environments, field locations, collaborative sites, vehicles, or other off-site work locations. The scope of this standard applies to any sudden and severe illness or injury to personnel on a work site as well as exposure to threats of violence or violent acts.

3.0 Responsibility

Prairie Rose School Division No. 8 is committed to implementing a system to support the safety and security of employees working alone.

Management as far as is reasonably practicable, is responsible for:


- ~ conducting hazard assessments for all jobs to identify existing or potential working alone hazards
- ~ taking measures to eliminate or control the hazards of working alone
- ~ ensuring that affected workers are informed of the hazards and methods used to control or eliminate them.
- ~ providing an effective system for communication between any worker who works alone and persons capable of assisting the worker.
- ~ ensuring incidents are reported, investigated and documented.

Employees and Contractors (including Maintenance, Custodial, Housekeeping and Support Staff) are responsible for:

- ~ participating in work site hazard assessments and the implementing of procedures to eliminate or control hazards of working alone.
- ~ following all applicable safe work procedures
- ~ reporting all accidents, incidents, near misses and unsafe conditions relating to working alone

4.0 Procedure

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The following requirements are applicable for employees performing work alone:

- 1) All workers must sign in/out at all locations to ensure proper tracking of all personnel during an emergency situation.
- 2) No high-risk hazardous work will be conducted unless personnel are available and able to assist.

High-risk hazards may include but are not limited to the following:

- Operating equipment or machinery, including workshop machinery capable of inflicting serious injury such as lathes and power saws.
- Working with or near highly toxic or corrosive substances where there is a significant risk of exposure to the substance, taking into account the volume used.
- Using apparatus that could result in explosion, implosion, or the release of high energy fragments or significant amounts of toxic or hazardous material.
- Climbing high ladders (more than 6 feet)
- Working with exposed energized electrical equipment
- Working with significant volumes of flammable substances
- Work where there is a significant potential for violence

3) In situations where work must be conducted in isolation, the employee will make contact on a scheduled basis with a designated contact person. Procedures are to be established between persons for follow-up in the event there is failure to communicate as scheduled.

4) Buildings occupied by staff outside regular hours are to be secured to prevent unauthorized entry.

5) Entry alone to confined spaces is not permitted.

6) Workers who feel their safety is in immediate danger should pull the nearest fire alarm and if possible proceed to the school entrance where the fire alarm annunciator panel is located. This is an extreme measure and should only be taken if immediate assistance is required, the employee is in severe distress and they believe they cannot wait for assistance from an emergency contact or make a call on their own to 911.


The following requirements are applicable for employees traveling alone for work purposes:

1) Check road reports and weather forecast before traveling. DO NOT travel if road conditions are dangerous. Develop a travel plan that includes rest breaks, check-in and tracking procedures and emergency contact information.

2) Ensure the vehicle is in good operating condition and first aid kit and emergencies supplies (applicable to the weather conditions) are present prior to travel.

3) Ensure a cell phone is available, if possible.

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In all cases staff should ensure that immediate family members or friends are aware of their routines and the times they expect to arrive home and can take appropriate action in case the employee has had some difficulty after leaving his/her place of work. These home contacts should be provided with the cell phone numbers of Division Office Staff in cases of emergency.

5.0 Communication

Prairie Rose School Division No. 8 will ensure that affected workers are informed of working alone hazards and the methods used to control or eliminate them. Employee training will be offered to increase awareness of methods for identification, hazard reduction and prevention when working alone and dealing with situations or individuals that present a potential risk.

6.0 Evaluation

This procedure will be reviewed subsequent to any incidents, accidents or identified deficiencies. Recommendations will be developed and implemented to ensure continual improvement.

7.0 References

- Alberta Occupational Health & Safety Code 2006
- Preventing Workplace Violence Policy
- Emergency Action Policy
- Vehicle Safety Policy

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