

STAFF SAFETY WHEN WORKING ALONE

Employees who have authorization to work alone in a building must follow the Working Alone procedures for their employee group (Workplace Safety and Health Regulation M.R. 217/2006, Section 9).

(1) Custodial and Transportation Staff

Working Alone Safety Plans are provided by the Maintenance and Transportation Departments in their staff handbooks and are updated as required. Maintenance and Transportation administrators will review those safety plans with staff on an annual basis and at the orientation sessions for new employees.

(2) All Other Staff Working Alone:

All other staff includes but is not limited to administrators, consultants, directors, clerks, paraprofessionals, teachers, and Information Technology staff.

School and Office staff working alone will use the “buddy system” by following these steps:

- (a) Upon arrival at the work site, the employee must call someone outside the building (a contact person) to inform him/her as to the employee’s location and how long the employee expects to be at that location. (A contact person can be a family member, friend or another staff member.)
- (b) Upon leaving the work site, the employee will inform the contact person that the employee is leaving the location.
- (c) Should the contact person not receive the confirmation call that the employee is leaving the building, it is expected that the contact person will contact the appropriate police service to check on the employee.

Effective Date: June 7, 2005
Amended Date: October 22, 2010
Board Motion(s): 301/05
Legal/Cross Reference:

Review Date: March 13, 2018