



1. Purpose

The Catholic District School Board of Eastern Ontario strives to ensure the safety of all employees required to work alone. The regulation outlining the requirements of working alone are described in the Ontario Occupational Health and Safety Act Part III S 26(1) ss(k).

2. Responsibilities

Principal/Manager

- a) To ensure that staff, contractors, and visitors are informed and comply with the procedure.

Employee

- a) Follow the process for signing in and out of the facility.
- b) Inform a contact person of any plan to work alone in the building. Make arrangements to contact another person by telephone (e.g., family, co-worker).
- c) Ensure access to a telephone on the work site.
- d) While working alone in the building, ensure all building exterior doors are locked at all times.
- e) Park vehicle in a well lit, easily visible location as close to the building exit as possible. If there is a security camera, park within the camera view.
- f) Avoid implementing new procedures or experiments. Take special care to follow safety precautions while working and avoid unnecessary risks.
- g) Any work in out-buildings (e.g., portables), should be done as early in an employee's schedule as possible.
- h) In cases of emergency or threat call 911 or pull the fire alarm. It is monitored 24 hours a day.