



## BOARD ADMINISTRATIVE PROCEDURE

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### 734 Working Alone

DIRECTIONAL POLICY

### 700 Healthy Schools and Workplaces

#### **Title of Administrative Procedure:**

Working Alone

#### **Date Approved:**

February 2024

#### **Projected Review Date:**

February 2029

#### **Directional Policy Alignment:**

This administrative procedure aligns with the *Healthy Schools and Workplaces Directional Policy*. The Board recognizes that the health and safety of our school community members is of utmost importance. Providing guidelines for working alone will assist in ensuring all employees understand the expectations and the procedure to follow in an emergency.

#### **Alignment with Multi-Year Strategic Plan:**

The *Working Alone Administrative Procedure* supports our vision of cultivating the heart, mind, body, and soul of our students and staff. This administrative procedure is aligned with the tenet of "Protecting" which reflects our priority of promoting actions that ensure the protections of God's creation.

[CDSBEO Strategic Plan 2020-2025](#)

#### **Purpose**

The Catholic District School Board of Eastern Ontario strives to ensure the safety and security of all employees working alone. The purpose of the *Working Alone Administrative Procedure* is to reduce the risk of injury from occurring while employees are working alone and to ensure compliance with legislative requirements.

## Action Required

The Board is committed to providing a safe and secure environment for all workers. This administrative procedure applies to all Board employees.

*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 they are on their own; when they cannot be seen or heard by another person; and when they cannot expect a visit from another worker or member of the public for some time.

## Procedure:

1. All employees must work in compliance with the *Occupational Health and Safety Act* (OHSA) and follow safe work practices, Board policies and procedures at all times.
2. All employees working alone in a CDSBEO facility, outside the regular hours of the position, should ensure that their immediate supervisor is aware of and approve of the work being done. Working alone is discouraged and it is recommended at least two adults staff members should be present at all times in case of an emergency.
3. Employees working outside their regular hours of the position should follow the appropriate process for signing in and out of the facility. Only CDSBEO employees, approved by their supervisor, should be accessing the facility outside of school operation hours.
4. While working alone in a CDSBEO facility, employees should ensure that all building exterior doors are locked, and their vehicle is parked 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.
5. All employees are reminded to use personal protective equipment (PPE) and clothing as required and to report workplace hazards and incidents to their supervisor.
6. Employees should avoid the implementation of new procedures or experiments, taking particular care to follow safety precautions while working and avoid unnecessary risks.

7. No work that puts the employee at high risk for injury is to be conducted when working alone including activities outlined in [Appendix 1: High Risk Activities](#). Employees who have received training from a certified trainer to operate equipment may use any equipment required to do their job when working alone.
8. Employees that regularly work alone should:
  - Determine a safe area where employees may go to protect themselves and to report any suspicious behaviour or intruders in the building. This should be determined with their immediate supervisor.
  - Ensure that any work to be done in out-buildings (e.g., portables, waste disposal) is scheduled as early in the shift as possible.
9. Meetings should be scheduled during times when the building is occupied and should take place in a central, populated area of the building.
10. Employees with medical conditions or severe allergies that may require an emergency response are encouraged to inform their supervisor to establish a specific response plan when working alone.
11. Work in isolated areas, where it is not a normal requirement of the job, is to be avoided unless someone knows you are there and there is a means of calling for assistance (e.g., phone/ radio/ PA system).
12. Use of headphones and earbuds should be avoided while working alone, as they compromise personal safety by eliminating or limiting the employee's ability to hear anyone or anything in the area.
13. Should there be any indication of forced entry, suspicious activity, trespassers, or the sounding of an intrusion alarm upon arrival at the facility, the employee should notify their supervisor and not enter the building.
14. Should an employee need immediate assistance when working alone the following options

are available:

- Use a phone to call the office.
- Call 9-1-1 from a landline within the building.
- Call 9-1-1 from a cell phone.
- If the employee cannot access either a landline or cell phone, the fire alarm may be pulled as a last resort. This will activate the security system and emergency services will be dispatched. Fire alarm pull stations are located near the fire exits in the building. The employee should report any incidents to their supervisor.

15. For employees who need to work and support families by attending their residence, it is important that they follow the guidelines found in [Appendix 2: Home Visits Guidelines](#).

## Responsibilities

### **The Board of Trustees is responsible for:**

- Reviewing the *Working Alone Administrative Procedure* as part of its regular policy and administrative procedures review cycle.

### **The Director of Education is responsible for:**

- Ensuring the implementation of and compliance with the *Working Alone Administrative Procedure*, including the designation of required resources.

### **The Superintendents of the Board are responsible for:**

- Ensuring that any employee for whom they have supervisory responsibility is aware of the *Working Alone Administrative Procedure* and that they comply with its requirements.
- Ensuring principals, vice-principals, managers, and supervisors are consistent with the application of this administrative procedure.

### **Principals, Vice-Principals, Managers, Supervisors are responsible for:**

- Ensuring that any employee for whom they have supervisory responsibility is aware of the *Working Alone Administrative Procedure* and that they comply with its requirements.
- Take all reasonable precautions to ensure the workplace is safe, including taking appropriate precautions for employees who are working alone.

### **Employees are responsible for:**

- Understanding and complying with the *Working Alone Administrative Procedure*.
- Seeking approval from their supervisor prior to commencing work activity when scheduling does not permit working with a team or where an employee finds themselves working alone in a facility.
- Reporting any workplace hazards and incidents to their supervisor.

## Progress Indicators

- Employees who work alone do so in compliance with this administrative procedure and in a safe, secure, and effective manner.

## Definitions

**Working Alone** - refers to circumstances where:

- a worker is performing a job function, and they are the only worker at the work location.
- assistance is not readily available to the worker in the event of injury, ill health, or emergency; or
- a worker is traveling alone in a vehicle or working off-site in the community.

**Workers/Employees** – Includes all CDSBEO staff members.

**Supervisor** - refers to superintendents, principals, vice-principals, managers, and others who, by organizational title or position description, have responsibility for a worker(s) or a workplace.

**Normal Working Hours** - means the hours an employee is regularly scheduled to work.

**Home Visit** – is a visit that requires an employee to enter the home of a parent/guardian or student in the case of an emergency visit or a procedural visit.

## Related Documents

- [Appendix 1: High Risk Activities](#)
- [Appendix 2: Home Visits - Additional Precautions](#)

## References

- [802-Workplace Violence Prevention.pdf \(cdsbeo.on.ca\)](#)
- [700-DP Healthy Schools and Workplaces](#)
- [Occupational Health and Safety Act](#)
- [CCOHS: Working Alone - Government of Canada](#)