

Procedure Name:	WORKING ALONE
Approval Date:	November 2, 2012
Procedure Holder:	Human Resources
Procedure Number:	HR Procedures-001



UNDER REVIEW

## WORKING ALONE PROCEDURES

### 1.00 WORKING ALONE DEFINITION

Working Alone Procedures apply when someone is scheduled to be working on site completely alone without students or other staff present. The same procedures also apply where staff members are not “scheduled” but are going to the campus to prepare for class or other duties.

### 2.00 PROCEDURES

The College has contracted with a “Check in Service” that provides this important safety feature for the benefit of all employees. When the staff member arrives on site and will be working alone they must call the designated check in service at:

**1.866.291.464  
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At this point the worker must provide the contact person with the following information:

- Full Name
- Contact Numbers (Cell, Office, Home)
- Time Arrived On Site
- Estimated Departure Time

The check in service will call the worker a minimum of every two hours to ensure their wellbeing.

The two hour period can be shortened at the request of the worker.

If the Check in Service is unable to contact the worker at the scheduled check in time the appropriate administrator will be contacted by the service and immediate measures undertaken to ensure the safety and wellbeing of the lone worker.

Any instances of call out to search for the lone worker must be documented and an incident report must be filed regardless of the outcome.

### 3.00 RESPONSIBILITY

It is the responsibility of all Supervisors to review each worksite to identify circumstances where individuals work alone in situations where there is increased risk of injury or assistance is not readily available. Supervisors must ensure that all reasonable and practical steps are taken to protect the health and safety of employees.

It is the responsibility of all Supervisors and Staff Members to identify when scheduling necessitates an individual to be working alone.

It is the responsibility of Regional Directors and the Director of Ancillary Services to ensure that campus and task specific working alone procedures are developed, implemented, communicated and enforced