

Safety Procedures for Employees Working Alone

The Board of Education will ensure appropriate procedures and practices are established for the continued well being of employees who are required to work alone or in isolation under conditions which present a risk of disabling injury where the employee might not be able to secure assistance in the event of injury or other misfortune.

Working Alone or in Isolation

Immediate supervisors will establish appropriate written safety procedures in accordance with section 4.21 of WorkSafe BC Regulations for employees who are assigned to work alone or in isolation where there is a risk of a disabling injury.

Following are the methods to be used in order of preference in checking the well being of employees (*13.14.1 of the Occupational Health & Safety Booklet*):

- Direct observation at appropriate intervals.
- Contact with supervisor or each other by radio or telephone at predetermined intervals.

Employees who chose to work outside normal operating hours, where no other person will be present, will establish appropriate safety procedures to ensure their continued well being.

In the event of an emergency, school alarm systems can be activated to summon emergency assistance.

Building Service Workers

Building Service Workers (BSW) whose assigned shift requires that they work alone must check-in with a buddy school, at the prescribed time as shown below in the Buddy Contact Procedure, and record the results in the 'Working Alone Check-In Registry' in accordance with section 4.21(3) of the *WorkSafe BC Regulations*.

BSW's are required to conduct a final check-in within 15 minutes of their shift ending by phoning a pager number and entering an employee code number (arrangements will be made for those employees who are unable to call in within the 15 minute timeframe). Failure to code in will result in the runner service being called to the employee's work site.

BSW's who leave the assigned work site early must notify their buddy school (2.1) and code out (2.2). Where facilities have two or more BSW's working together, whenever possible the two shifts will end at the same time. (For example, an 8 hour position will work 3:00pm to 11:00pm and the 4 hour position will work 7:00pm to 1:00pm.)

Where there are two or more BSW working together, they will communicate with each other at mutually agreed upon times to ensure each other's well being.

Where there are two or more BSW's working together, they will secure the building at the end of the shift collectively. One must not leave before ensuring the other(s) safely in their vehicle.

Building Service Worker – Buddy Contact Procedure

School A is to contact School B at the following times:

Afternoon Shift 7:00pm and 10:00pm
Day Shift 10:00am and 2:00pm

School A	School B	Phone #
Dewdney	Deroche	826-2360
Durieu	Ferndale	826-6918
District Based FAC/SBO/ALC	Cedar Valley School	826-8327
Windebank	Hatzic Secondary	826-2481
Silverdale	Stave Falls	462-9936

If School B does not receive a call from School A at the specified times then School B should try phoning School A. If contact is not made, notify the supervisor immediately.

For the weekend shifts at Heritage Park Secondary check-ins will be done by pager at times noted below. On Saturdays at shift changes, the two Building Service Workers will check in with each other before starting their shift or leaving the building.

	<u>Shift</u>	<u>Check in Times</u>
Saturday	8:00am to 4:00pm	11:00am and 2:00pm
	4:00pm to 12:00am	8:00pm and 11:00pm
Sunday	8:00am to 4:00pm	11:00am and 2:00pm

Also, the lock up person will be required to punch in their code number to the monitoring station within 15 minutes of their shift ending (arrangements will be made for those employees who are unable to call within the 15 minute timeframe).

Home Visits

Home visits are to be conducted by appointment only, with the time and purpose established beforehand. The school office should be given the time and location of each visit, with a check-in procedure followed after each visit.

At least three people (employee, parent and student) should be in the home at the time of the visit. Employees should enter a home only if they are completely comfortable. When there is doubt, make alternate arrangements (go in pairs, meet at school or library, etc.).

The employee should be aware of the risk posed by animals. Stay in the car until the animal has been secured. Whenever possible, the employee should bring a cellular telephone.

Additional procedures for home visits will be established as part of each school's risk assessment.

Date Adopted: February 2000