

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

POLICY

NO: 6060

DATE: 99-05-25

REVISED: 2005-04-26
2014-05-06

SUBJECT: **EMPLOYEES WORKING ALONE OR IN ISOLATION**

In accordance with WorkSafeBC Regulation "Working Alone" the School District must develop and implement written procedures for checking the well-being of a worker assigned to work alone or in isolation under conditions which present a risk of injury.

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REGULATIONS

NO: 6060R

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SUBJECT: **EMPLOYEES WORKING ALONE OR IN ISOLATION**

Supervisor/Principal Responsibility

The Supervisor/Principal is responsible for ensuring workers are familiar with the checking of procedures appropriate to their duties. Workers are responsible for ensuring they follow procedures developed for their protection. Failure to comply with procedures developed is a serious violation of School District No. 78 (Fraser-Cascade) policy.

Communication

Where two-way telephone communication is the designated means of checking on workers well being, the schedule for contacting the designated personnel must be strictly adhered to.

In case of emergency, employees are reminded that the use of the school alarm system, the fire alarm system, or the school telephone system is available to summon emergency assistance.

Procedures for Custodians Working Alone or in Isolation

1. A Custodian working alone or in isolation will be given a phone number of a lead hand custodian working in another school.
2. The Custodian working alone will phone at a scheduled time to the lead-hand custodian. There will be at least three scheduled times for phone calls during an eight (8) hour shift. For Custodians working less than eight (8) hours or alone less than eight (8) hours, a schedule will be arranged with the Supervisor and the lead-hand custodian. The lead-hand must record times of call ins to be reviewed periodically by administration.
3. If the phone call is not received within thirty minutes of the time it is scheduled, the lead-hand custodian will take appropriate action which could include all or some of the following actions:
 - Calling the school where the custodian is working.
 - Advising other custodians in the school where the lead-hand is working that he/she is leaving and go to the school where the employee is working alone to check if any action is required.
 - Call the Supervisor
 - Call the Security company
 - Call the RCMP
 - Call the Secretary-Treasurer

Procedures for Maintenance Employees

1. Each employee will be issued a cell phone, which will be active and carried at all times.

2. When a maintenance employee travels to rural schools out of the cell phone coverage area, the Supervisor and the employee will establish an estimated time of arrival.
3. When the employee reaches his destination he/she will telephone the Supervisor or acting Supervisor upon arrival. They will also check-in with the School Principal or Principal designate. The employee will advise the Supervisor by phone when he leaves the school.
4. Should the employee not phone or arrive by the estimated time the Supervisor will take the appropriate action.

Procedures for Bus Drivers

1. Each bus will be equipped with a radio so they can be in contact with the Supervisor or other drivers.
2. For buses outside radio contact a satellite phone will be issued so the driver can be in contact with the Supervisor or acting Supervisor.

Voluntary or Personal Activities

If a Principal/Supervisor authorizes an employee to enter or use a facility outside normal operating hours, and no other person will be present in the facility, then the following rules apply:

- The employee will be required to sign in and out of the facility using a designated logbook.
- At each facility the school/location health and safety committee will develop a procedure detailing by whom, how, and when the employees well-being will be checked.