

# ADMINISTRATIVE REGULATIONS

TITLE: WORKING ALONE

CATEGORY: PERSONNEL

NUMBER: 2150

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## I. Rationale:

School District 46 fosters a safe and healthy workplace and commits to eliminating or minimizing the risk of harm to staff working alone or in isolation. All employees are expected to adhere to the check in procedure appropriate to their job to ensure their own safety when working alone or in isolation. Principals will review these procedures with all staff on a regular basis, and with new staff upon their start at their new site.

## II. General:

- A. Working alone or in isolation is defined by WorkSafe BC as “a worker who is required to work in situations where assistance would not be readily available to the worker in case of emergency or, in case the worker is injured or in ill health.”
- B. Examples of working alone or in isolation:
  - A worker enters a building and will be the sole occupant of the building.
  - A worker is working with other employees inside or outside a building and during the course of their shift becomes alone, and will remain alone for an extended period of time.
  - A worker is left alone for a short period of time to complete a task, but the level of risk is considered high.
- C. All school sites must have a sign in book at the alarm panel for staff to sign in and out when working outside of regular work hours and need to access the locked building.
- D. The alarm panel must have an “Emergency Procedures” sheet posted in close proximity that also includes the phone number of the alarm company (see Appendix 1).

## III. Procedures for Educational Staff:

- A. The risk for educational staff accessing buildings after hours is considered, “low”. However, all staff working at school or educational sites are expected to follow the sign in procedures at their respective school sites.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time

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duration until their next check-in.

- b. At the end of their shift, the employee must notify the alarm company that they have finished their shift.
- c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee

#### IV. Procedures for Maintenance Staff and Technicians:

- A. The risk for maintenance staff and technicians is considered to be “high” due to the nature of their work and require a minimum two (2) hour check-in.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
  - b. At the end of their shift, the employee must notify the alarm company that they have finished their shift
  - c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

#### V. Procedures for Custodial Staff:

- A. The risk for custodial staff is considered “medium” due to the nature of their work and requires a minimum four (4) hour check in.
- B. In the event that an employee knows that they will be working alone, or finds themselves working alone, the employee must:
  - a. At or about the start of their shift, notify the alarm company that they will be working alone, inform them of their work location, and the expected time duration until their next check-in.
  - b. At the end of their shift, the employee must notify the alarm company that they have finished their shift.

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- c. If the alarm company does not receive verbal notification from the employee at the determined check in intervals, a security runner will be called to locate the employee.

Received: October 2021

References: Policy 11.6



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## Appendix A:

# EMERGENCY PROCEDURES

BUSINESS HOURS	AFTER HOURS	
<div style="background-color: red; color: white; padding: 2px; font-weight: bold; font-size: small;">BUSINESS HOURS EMERGENCY/ LIFE SAFETY ISSUES</div> <p style="text-align: center; font-size: x-small;">STRONG GAS SMELL SERIOUS INJURY FIRE IMMEDIATE THREATS NATURAL DISASTER WITH INJURIES ANY SITUATION WHERE LIFE OR SAFETY ARE AT RISK</p> <p style="text-align: center; color: red; font-size: 2em;">↓</p> <p style="text-align: center; font-weight: bold;">Report to Office</p>	<div style="background-color: red; color: white; padding: 2px; font-weight: bold; font-size: small;">AFTER HOURS EMERGENCY/ LIFE SAFETY ISSUES</div> <p style="text-align: center; font-size: x-small;">STRONG GAS SMELL SERIOUS INJURY FIRE THREATS NATURAL DISASTER ANY SITUATION WHERE LIFE OR SAFETY ARE AT RISK</p> <p style="text-align: center; color: red; font-size: 2em;">↓</p> <p style="text-align: center; font-weight: bold;">CALL 911</p>	
<div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold; font-size: small;">BUSINESS HOURS NON - EMERGENCY</div> <p style="text-align: center; font-size: x-small;">FAINT GAS SMELL POWER OUTAGE KEYS, BROKEN GLASS FLOODS, ROOF LEAKS WORK ORDERS EQUIPMENT PROBLEMS FIRE ALARMS/ RESETTING SECURITY ALARM</p> <p style="text-align: center; color: #0056b3; font-size: 2em;">↓</p> <p style="text-align: center; font-weight: bold;">CALL MAINTENANCE: 604-886-9870</p>	<div style="background-color: #92d050; padding: 2px; font-weight: bold; font-size: small;">AFTER HOURS NON-EMERGENCY/ SECURITY ISSUES</div> <p style="text-align: center; font-size: x-small;">FLOODING SECURITY ALARM ISSUES FIRE ALARM BROKEN WINDOWS, DOORS, LOCKS, VANDALISM POWER OUTAGES ROOF LEAKS</p> <p style="text-align: center; color: #92d050; font-size: 2em;">↓</p> <p style="text-align: center; font-weight: bold;">CALL MAINTENANCE: 604-886-9870</p>	<div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold; font-size: small;">AFTER HOURS NON - EMERGENCY</div> <p style="text-align: center; font-size: x-small;">EQUIPMENT PROBLEMS STAFFING ISSUES CLEANING CONCERNS WORK ORDERS ILLNESS</p> <p style="text-align: center; color: #0056b3; font-size: 2em;">↓</p> <p style="text-align: center; font-weight: bold;">LEAVE MESSAGE ON MAINTENANCE ANSWERING MACHINE: 604-886-9870</p>

ALARM COMPANY: ###-###-####