

# WORKING ALONE

## Background

Employees who are directed to work alone are to be protected in accordance with the Occupational Health and Safety Regulation.

## Definition

Work alone means to work alone by administrative direction at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency.

## Procedures

1. In situations where employees are directed to work alone, principals and site supervisors shall ensure:
  - 1.1 That a hazard assessment to identify existing and/or potential hazards arising from the conditions and circumstances of the employee's place of work is conducted;
  - 1.2 An effective means of communication between the employee and persons capable of responding to the employee's needs is established; and
  - 1.3 Safety measures to reduce the risk to employees from the identified hazards are implemented.

Reference: Sections 17, 18, 20, 22, 23, 65, 85 School Act  
Workers' Compensation Act  
Occupational Health and Safety Regulation

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