**Article 2A.2.5: Working Alone**

**WORKING ALONE PROCEDURE**

**Working Alone**

This standard establishes the requirements for managing the risks associated for workers when working alone. The school division is committed to taking preventative measures to protect workers who work alone.

This standard outlines the minimum requirements that shall be met or exceeded by school division workers. Failure to comply may result in injuries, damage to equipment, environmental harm, or performance management.

**Control Measures**

* Where practical, working alone hazards shall be removed. Where hazards cannot be removed, controls shall be used to reduce the probability of an incident occurring.
* The steps to be taken to eliminate or reduce the risks must include the establishment of an effective two-way communication system that is documented.
* Examples of effective two-way communication systems include, but not limited to:
* Mobile Device
* Two-way radio
* Internal contact/buddy system
* Predetermined travel time and route notification
* Steps may include:
* Limitations on or prohibitions of specific activities
* Establishment of minimum training or experience, or any other standard of competency
* Provision and use of personal protective equipment
* Establishment of safe work practices or procedures
* Provision of emergency supplies for use in travelling in conditions of extreme temperatures or inclement weather conditions
* Allowable Operating Route Hours
* Regular scheduled route shall fall within 6:30 am – 6:30 pm
* Exceptions will be made as needed under the direction of your foreman

Working alone in certain circumstances, situations, or environments can increase the risk to health and safety of **STATEMENT OF RESPONSIBILITIES:**

**Employer**

* Ensures area/task specific Working Alone Procedures are developed, implemented, communicated, and enforced, in situations where workers are working alone.
* Assess tasks at hand to determine if safe while working alone.

**Supervisors**

* Review each worksite under his or her control to identify circumstances where individuals work alone in situations and where there is increased risk of injury or assistance that is not readily available.
* Ensure all reasonably practical steps are taken to protect the health and safety of workers.

**Worker**

* Must comply with the facility/school/task specific Working Alone Procedure.
* Adhere to the effective two-way communication protocol.
* Assess tasks at hand to determine if safe while working alone.

**WORKING ALONE BUDDY SYSTEM PROCEDURE FOR DRIVERS:**

**To ensure the safety of all bus drivers as you fall under the working alone classification, (school division) Transportation Sector is implementing a buddy system ensure the safe return of each driver. Each driver is to contact their main contact for their area confirming they have arrived safely. Communication is the key to success in ensuring everyone’s safety. If you have a substitute driver covering your route you are to inform the school, parents and your main contact with the substitute drivers name, phone number, and dates of coverage. The main contact will activate emergency procedures if driver has not checked in by specific time or is alerted of an emergency.**

**Working Alone Form**

**Supervisor to document all steps taken to reduce and eliminate the identified risks:**

**Bus Driver: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Working Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. The communication system for the alone worker includes:

* phone or cellular communication
* maintain regular Call In/Call Out contact with:

Contact name/position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* The Contact person will activate emergency procedures if have not heard from the individual working alone by a specific time or if alerted to an emergency.

Emergency step process:

1. Wait 10 mins
2. Call personal contact number (number listed above)
3. Wait 10 mins
4. Call personal phone number
5. Wait 10 mins
6. Call transportation foreman or designate
7. Wait 10 mins
8. Call personal contact number
9. Wait 10 mins
10. Call transportation foreman to inform no contact. The foreman will then do a physical check following the driver’s route to ensure the drivers safety. local emergency service request a welfare check

2. If working alone, the worker do not:

* alter route, without prior approval from foreman

3. Specific training and instructions for safe work practices when working alone include:

* + Call In/Call Out procedures (Communication plan)
  + WHMIS 2015 education and training
  + TLR Object Moving/Safe Body Mechanics
  + Fire safety and evacuation

**FOREMAN CONTACTS FOR EACH AREA:**

**Insert specific contact information**