**Caretaking Procedure: CP-201**

**Caretaking Work Procedures for**

**[enter division name]**

**Facilities & Transportation Department**

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| **Work Procedure: Caretaking – Working Alone** |

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| Sector::**Caretaking**  | Reviewed By: | Approved By: | Date Created: | Date of Last Revision: |

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| **Purpose: 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.** |

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| **PROCEDURE:** |
| **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 2 way communication system that is documented.
* Examples of effective 2 way communication systems include; but not limited to:
	+ Mobile Device
	+ 2-way radio
	+ Internal contact/buddy system
	+ Predetermined travel time and route notification
* Utilize regularly scheduled staff as check in (other schools of same sector)
* 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
* Working alone in certain circumstances, situations, or environments can increase the risk to health and safety of the worker.
* Each facility/school shall have arrangements made to minimize the risk, especially after normal working hours for any increased risk duties that are identified.
* During school break periods assign single caretaker staff to work together at other locations, this will depend on community base - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Identified areas of working alone and/or in isolation, but not limited to: * All single caretaker facilities
* Multiple caretaker facilities not on same schedule
* Facilities with part-time staff

**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 [refer to Job Safety Analysis (JSA)]
* Evening shift workers must check in with each other at meal breaks and end of shift.
	+ Caretakers shall all leave facility together
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| **Responsibilities, Completion and Review**All staff members are required to adhere to Department policies & procedures at all times while employed with the school division, as it relates to day to day operation of the department. Supervisors are also required to ensure that staff members are following Department policies at all times and to take the necessary steps to inform staff who fail to follow policies and report all matters to management immediately. Employees who fail to follow Department policies will be subject to disciplinary actions. |

**Working Alone Form**

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

**Caretaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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 work contact number (number listed above)
3. Wait 10 mins
4. Call personal phone number
5. Wait 10 mins
6. Call immediate supervisor
7. Wait 10 mins
8. Call emergency contact number
9. Wait 10 mins
10. Call local emergency service request a welfare check

2. If working alone, the worker will not perform the following tasks (list):

* Do not enter any confined spaces
* Do not move a heavy object alone; assess and arrange for assistance
* Caretaker to complete self-assessment to determine level of risk as specific to location
	+ Considerations should be given to weather conditions, working environment/surroundings

3. Specific training and instructions for safe work practices when working alone include:
(identify for the specific facility/school)

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