

Administrative Procedure 403 Appendix

WORKING ALONE REGULATIONS

The Working Alone Regulations came into effect on April 30, 2001, mandating all employers ensure employees working alone had the following in place:

- Completed hazard assessments for any positions that would spend time working alone in their role. These assessments must be in writing and communicated to affected staff.
- Eliminate or reduce risks associated with the performance of duties while working alone. If not practical to do so, procedures must be in place to reduce or control the hazards.
- Ensure that effective communication systems are in place for employees who work alone to contact others who can respond to their needs.
- Ensure that employees who work alone are trained and educated. They must be made aware of the hazards associated with working alone and be versed in the preventative steps that can be taken to reduce or eliminate the potential risks.

Reference: Section 60, 61, 113 School Act
Occupational Health and Safety Act
General Safety Regulation (AR 448/83)
Working Alone Safely: A Guide for Employers and Employees