

**Administrative Procedure 403**

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**WORKING ALONE****Background**

The Division believes that all staff have a right to be safe on school property and while attending to duties as part of their conditions of employment.

The Division will strive to ensure the work site safety of all its employees.

**Procedures**

1. For all employees who work alone, the supervisor shall:
  - 1.1 Conduct a hazard assessment to determine the hazards associated with working alone;
  - 1.2 Implement safety measures to reduce the risk to employees from the hazards they identify, and
  - 1.3 Ensure the employees have an effective way of communicating with their employer, immediate supervisor or other designated person in case of an emergency situation.
2. The Division considers the following categories of employees who may, from time to time, work alone:
  - 2.1 Employees who handle cash;
  - 2.2 Employees who travel away from base office on Division business;
  - 2.3 Employees who perform tasks that increase risk, but have no routine interaction with the public;
  - 2.4 Employees who travel alone, but have no routine interaction with the public;
  - 2.5 Employees who are at risk of violent attack because their work site is isolated from public view.
3. A hazard assessment shall be communicated to all affected employees by their supervisor.
4. Employees, wherever possible, shall be participants in the hazard assessment and in the elimination or control of identified hazards.
5. Where applicable, employees will be trained and educated so they can perform their jobs safely.

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