

## Administrative Procedure 405

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### WORKING ALONE

#### Background

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

#### Definition

To 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: Education Act 197, 222 Occupational Health and Safety Act General Safety Regulation (AR 448/83) Working Alone Safety: A Guide for Employers and Employees	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.