



WORKING ALONE OR IN ISOLATION PROCEDURE

When School District employees are assigned to work alone or in isolation, the School District will establish a procedure for working alone. When School District employees choose to work alone in District facilities (i.e. teachers working in the evening or weekends), it is the responsibility of the employee to bring this to the attention of the Principal or Manager so a working alone procedure can be developed.

WORKERS ASSIGNED TO WORK ALONE OR IN ISOLATION

School District #85 Principals and Managers must identify, eliminate and control hazards before a worker is **assigned** to work alone or in isolation and must develop and implement a procedure for checking the well-being of any worker assigned to work alone or in isolation.

WORKERS WHO CHOOSE TO WORK ALONE OR IN ISOLATION

When School District employees **choose** to work alone in District facilities it is the responsibility of the employee to ensure that the Principal or Manager is advised, risks are identified and a working alone procedure is developed using the "WORKING ALONE PROCEDURES" form.

In ALL instances of an employee working alone or in isolation, whether assigned or by choice, the Principal or Manager must assess the risk and develop controls and procedures to eliminate or minimize the risk. The "WORKING ALONE PROCEDURES" form must be completed and discussed with the employee prior to working alone. The form must be filed with the Principal or Manager. A revised form is required if there are any changes to the facility, contact or other procedures.

(Form is available in the Health and Safety Section of the District website, under "Working Alone or in Isolation")

Amended July, 2013



School District #85 Working Alone Procedures Form

When School District employees work alone in District facilities this form must be completed and filed with the Principal / Manager.

Date: _____ School/Facility _____

Employee Name: _____

Area(s) where employee will be working _____

CONTACT CONTROLS:

Contact will be made at (interval) _____

Contact person is _____

(Contact person must be informed of the procedure to obtain assistance if there is no response at the designated time). The contact person is to call "Safe-Link Security" at 1-800-661-2343 and ask for an employee on the SD #85 call-out list for the facility to go and check on the well-being of the employee working alone or in isolation).

COMMUNICATION DEVICES: _____

ENGINEERING CONTROLS: _____

ADMINISTRATIVE CONTROLS: _____

Employee Signature: _____

Principal / Manager Signature: _____

Note: This form is to be kept on file by Principal / Manager