

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>WORKING ALONE OR IN ISOLATION</b>	<b>GBGB</b>

### I. POLICY

The Louis Riel School Division is committed to the health and safety of all of its workers. By its very nature, working alone or in isolation creates additional risk to the safety and health of workers.

The current policy reflects the Division's desire:

- to prevent or minimize any potential risks to workers; and
- to ensure compliance with the *Workplace Safety and Health Regulation Part 9 – Working Alone or in Isolation*.

This policy applies to all division related business where a worker may be requested to perform work alone or in isolation. In such situations, work must be done in accordance with the **GUIDELINES** and **PROCEDURES** outlined below and must not be undertaken without authorization to do so.

### II. GUIDELINES

#### A. Definitions

1. **“working alone”** means the performance of any work function by a worker who:
  - a. is the only worker for that employer at that workplace at any time; and
  - b. is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time
2. **“working in isolation”** means working in circumstances where assistance is not readily available in the event of injury, ill health or emergency
3. **“workplace”** means any LRSD occupied building, site, workshop, structure, mobile vehicle or any other premises or location whether indoors or outdoors in which one or more workers, or self-employed persons, are engaged in work or have worked
4. **“worker”** includes:
  - a. Any person who is in an employment relationship with the LRSD;
  - b. Any person who is employed by any other employer to perform a service whether for gain or reward, or hope of gain or reward or not;
  - c. Any person engaged by another person to perform services, whether under a contract of employment or not;

<b>Adopted:</b>	June 16, 2020	<b>Legal References:</b> <a href="#">Workplace Safety and Health Act (Manitoba)</a> <a href="#">Workplace Safety and Health Regulation (Manitoba)</a>
<b>Revised:</b>		



- i. Who performs work or services for another person on division property for compensation or reward on such terms and conditions that he/she is, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, and
  - ii. Who works or performs services in a workplace,
5. “supervisor” means any person who has charge of a workplace or direct authority over a worker.

**B. Duties**

- 1. Supervisors are responsible for ensuring that the [Risk Assessment for Working Alone or In Isolation Form](#), hereinafter referred to as the “Risk Assessment Form”, is completed and that all required working alone or in isolation procedures are implemented, communicated and enforced.
- 2. Supervisors are required to review each workplace under their control to identify circumstances where individuals may be required to work alone or in isolation. In circumstances where there is reasonable concern of increased risk of injury or where assistance is not readily available, supervisors must ensure all reasonably practical steps are taken to protect the safety and health of those workers.
- 3. Workers must identify to their supervisor any potential situations where they will work alone or in isolation and must comply with this policy. Workers must participate in the completion of the risk assessment and maintain regular communication as directed by their supervisor.

**III. PROCEDURES**

**A. Supervisor Responsibilities**

- 1. This policy imposes responsibility upon supervisors to define the tasks which may or may not be conducted by workers while working alone or in isolation. This policy mandates that supervisors establish the specific procedures that must be followed by workers in performing tasks while working alone or in isolation both during and after normal working hours.
- 2. Supervisors are required to complete documentation of the following:
  - a. Review all workplaces under their jurisdiction and identify situations where workers may be required to work alone or in isolation.
  - b. Describe conditions under which working alone or in isolation is permitted, indicating which tasks may be performed and which are prohibited.
  - c. Identify risks to the worker in terms of the nature of their work, either alone or in isolation, and conditions at the workplace by completing a copy of the Risk Assessment Form.
  - d. Identify and take any necessary steps to eliminate or reduce identified risks by completing the Risk Assessment Form. The steps taken must include:

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- i. the establishment of an effective communication plan between the worker and the identified contact person;
  - ii. providing sufficient training and instruction for safe work practices, ensuring minimum standards of competence appropriate to the situation, and repeating such training and instruction to each worker at prudent intervals;
  - iii. requiring that all essential personal protective equipment (PPE) be worn by the worker; and
  - iv. where applicable:
    - maintaining regular contact with the person working alone; and
    - providing emergency first aid supplies when working under extreme conditions.
3. Documentation of the above must be maintained and filed within each department or school with a copy delivered to the Workplace Health and Safety Officer. The policy and procedures must be communicated to all workers who may perform the tasks while working alone or isolation or while conducting fieldwork.

**B. Risk Assessment**

- 1. Completion of the Risk Assessment Form is required to accurately determine the risk level associated with the working alone activity and determine necessary control measures to ensure the safety of the worker. It must be completed and documented by the supervisor in collaboration with the participant of the working alone activity.
- 2. Classification of risk levels:
  - **LOW RISK:**  
There is minimal risk with respect to the activity and the work environment.
  - **MEDIUM RISK**  
Some degree of risk exists in the activity or the work environment, but the risk is decreased by the control measures in place.
  - **HIGH RISK**  
There is considerable risk in the activity or the work environment, but the risk is minimized by multiple effective control measures.

**C. Communication Requirements**

An effective means of communication must be provided to persons working alone. This may consist of:

- Landline or cellular phone communication; or
- Radio communication

**D. Check-In Procedure**

It is important to account for individuals who are working alone. Medium and high risk working alone activities will require that a check-in procedure be established.

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1. Determine who will be the main contact person and ensure they are willing to participate and know the procedure if they are unable to establish contact.
2. Determine if a verbal check-in is adequate or must the worker be accounted for by a visual check.
3. Define under what circumstances the lone worker will check in and how often. The frequency of the communication increases as the risk of the activity increases. The schedule must be determined and clearly communicated to the lone worker and to the contact person.
4. Have the lone worker call/text the designated contact individual at the beginning (arrival) and completion (departure) of the activity.
5. Develop an emergency action plan to be followed if contact with the lone worker is not achieved within a certain timeframe. If the lone worker can not be reached or fails to respond within the prescribed time documented in the Risk Assessment Form, contact emergency services.

**E. Activity Completion**

The person working alone shall inform the main contact person when they have completed the activity and when they are leaving from the location.

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