

Section:	Human Resources
Policy:	4.29
Revised:	May 2023
Approval:	

4.29 Working Alone

1. Purpose

The purpose of this policy and procedure is to recognize the risk in working alone and to set guidelines when this occurs.

2. Persons/Area Affected

All employees who work alone.

3. Policy

The policy of Kootenay Christian Academy is to ensure that workers are safe at all times.

4. Definitions

Working alone: to work alone at a school site where help is not readily available.

5. Responsibilities

- 5.1. It is the responsibility of all workers to identify the potential risks and hazards in working alone and to take steps to address them.
- 5.2. If there are high-risk activities required, these should be scheduled for regular work hours as much as possible.

6. Procedures

- 6.1. If a worker is working early/late, and expects to be the only person on-site, they must advise someone that they are working alone, and be in contact with that person regularly.
- 6.2. The worker and contact person must establish a code word to use when the worker needs emergency assistance.
- 6.3. The contact person must know who to call or what to do if they cannot make contact with the worker as planned.
- 6.4. The worker should try to park in a well-lit area, and exit by a well-lit door.