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## **Background**

Employees who are directed to work alone are to be protected in accordance with the Occupational Health and Safety Act. For the most part, the Calgary Girls Charter School discourages employees from working alone.

## **Definition**

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. Staff member is to complete Form AF404 Working Alone Communication Plan and submit it to the employee's Supervisor by no later than end of the first week of work.
2. In situations where employees are directed to work alone, the employee's Supervisor shall ensure:
  - 2.1. That a safety assessment is conducted to identify and mitigate existing and/or potential hazards arising from the conditions of the employee's place of work and from the circumstances inherent in working alone;
  - 2.2. An effective means of communication is established between the employee and persons capable of responding to the employee's needs; and
  - 2.3. Safety measures are implemented as needed to reduce the risk to employees from the identified hazards.
3. If the employee is directed by his/her supervisor to work alone, the employee may refuse to do so if he/she does not feel safe to work alone. The employee and supervisor will attempt to resolve the matter, but if a resolution is not achieved, the supervisor must report the refusal to the Superintendent or designate to determine if the refusal is reasonable and any additional steps that must be taken to reduce the risk to the employee.

### Reference:

Education Act, s. 27, 54, 56, 222

Occupational Health and Safety Act General Safety Regulation (AR448/83)

Working Alone Safely: A Guide for Employers and Employees