

Procedure Name:	WORKING ALONE OR IN ISOLATION	
Approved By:	Choose an item.	
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Procedure Holder:	VP, Corporate Services	
Operational Lead:	Director, Human Resources	
Procedure Number:	HMR-013P	

## WORKING ALONE OR IN ISOLATION PROCEDURE

### 1.00 PURPOSE

- 1.1 This procedure details the steps to be taken when a Coast Mountain College (CMTN) employee is scheduled to be working alone.

### 2.00 DEFINITIONS

- 2.1 **Working Alone:** The situation when someone is scheduled to be working on site completely alone without students or other staff present.

### 3.00 SCOPE

- 3.1 Working alone procedures apply when someone is scheduled to be working on site completely alone without students or other staff present.
- 3.2 The same procedures also apply where staff members are not scheduled but are going to the campus to prepare for class or other duties.

### 4.00 USING THE CHECK-IN SERVICE

- 4.1 The College has contracted with a check-in service that provides this important safety feature for the benefit of all employees.
- 4.2 When the staff member arrives on site and will be working alone they must call the designated check in service at **1.866.291.4640**.
- 4.3 At this point the worker must provide the contact person with the following information:
- a) full name
  - b) contact numbers (cell, office, home)
  - c) time arrived on site
  - d) estimated departure time.
- 4.4 The check-in service will call the worker a minimum of every two hours to ensure their wellbeing.
- a) The two hour period can be shortened at the request of the worker.

- 4.5 If the check-in service is unable to contact the worker at the scheduled check-in time, the service will contact the appropriate administrator and take immediate measures to ensure the safety and wellbeing of the lone worker.
- 4.6 Any instances of call-out to search for the lone worker must be documented and an incident report must be filed, regardless of the outcome.

5.00 RESPONSIBILITY

- 5.1 Supervisors are responsible for reviewing each worksite to identify circumstances where individuals work alone in situations where there is increased risk of injury or assistance is not readily available.
- 5.2 Supervisors must ensure that all reasonable and practical steps are taken to protect the health and safety of employees.
- 5.3 All Supervisors and Staff Members are responsible for identifying when scheduling necessitates an individual to be working alone.
- 5.4 Regional Directors and the Director of Ancillary Services are responsible for ensuring that campus- and task-specific working alone procedures are developed, implemented, communicated, and enforced.

6.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 6.1 None

7.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	Nov. 2, 2012		