

 <b>Policies and Procedures</b>		Number <b>6410</b>	Title <b>Working Alone or in Isolation</b>	
		Replaces	B6000.4	
		Effective	2015.06.01	Next review :
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2015.06.17	
Director, Human Resources	Health and Safety Coordinator	Recommended/Approved by Education Council	N/A	
		Approved by President	2015-09-01	

## A. PURPOSE

This policy:

- (1) outlines procedures to be followed whenever an employee works alone, and
- (2) delegates responsibilities to management, supervisors, and employees? regarding safety for employees working alone

## B. SCOPE / LIMITS

This policy applies to all individuals employed by Selkirk College – contractors, staff, faculty, and students – who work alone or in isolation, and whose well-being may be compromised by factors such as health (e.g. unexpected heart attack), hazard exposure (e.g. chemical burn, toxic gas release) and/or physical trauma (e.g. being knocked unconscious as a result of a slip and fall, personal assault, injuries from machineries).

## C. PRINCIPLES

The College strives to minimize risks to employees, students, and contractors at worksites while performing their duties. The goal is to minimize disabling injuries to employees by reducing exposures to hazards through risk analysis, ensuring sufficient training, implementing safe operating procedures, and providing appropriate personal protective equipment.

Selkirk College is committed to implementing a system to support the safety and security of employees working alone. Each department or school must conduct a risk assessment and eliminate or control the hazards of working alone. The risk assessment must be reviewed on an annual basis or when work processes are introduced or changed.

## D. DEFINITIONS

**Hazard** Means a situation, condition, or thing that may be dangerous to the safety or health of employees.

**Working Alone or in Isolation** This policy applies if a employee is working alone at a work site where assistance is not readily available in the event that there is an emergency or in the event that the employee is ill or injured.

**Work Site** Any location where Selkirk College business is performed is considered part of the work site, including offices and maintenance environments, field locations, vehicles, or off-site work locations. This does not include the home office.

## **E. PROCEDURE**

Whenever possible, staff should work in teams or with another employee in a buddy system. It is inevitable that during the course of performing duties on behalf of or related to the College, there are occasions that would necessitate employees to be working alone or in isolation. Under these circumstances, employees will benefit by regularly having their well-being monitored at predetermined intervals, to be set out by employee and manager, so quick emergency response and assistance can be provided if required.

Supervisors must review historical data of injuries and incidents and conduct a detailed risk assessment in consultation with the employee(s) to identify when employees are working alone and the level of risk that this presents. Historical injuries and incidents data is maintained by the Health and Safety Coordinator and is accessible to supervisors upon request.

Well in advance of a working-alone situation, the supervisor must:

- (1) determine if there is a need to work alone or in isolation,
- (2) complete a Hazard Identification and Risk Management Survey (Appendix A), and provide this information to the employee,
- (3) detail a strategy to ensure safety and regulatory compliance, and
- (4) complete a Working Alone or in Isolation Information Form (Appendix B) and submit the form in advance of the scheduled work to the Health and Safety Coordinator or Human Resources.

## **F. RESPONSIBILITIES**

1. Management will ensure that:

- a. risk assessments are conducted to identify existing or potential working-alone hazards at Selkirk College (confirmation of the departmental risk assessment which highlights any changes must be submitted to the Health and Safety Coordinator by December 31 of every year for review),
- b. measures are taken to eliminate or control the hazards of working alone at Selkirk College,
- c. affected employees are informed of the hazards and methods used to control or eliminate hazards,
- d. employees who work alone have discussed with their supervisor and developed a plan to work along safely that includes a means of communication with individuals who can respond to an emergency situation, and
- e. all Selkirk College employees are aware of the Working Alone or in Isolation policy and procedures.

2. In addition to the responsibilities outlined in the procedure section, supervisors will:

- a. provide an effective system for communication between any employee who works alone and persons capable of assisting the employee, and
- b. ensure incidents of working alone or in isolation are reported and documented.

3. Employees will:

- a. inform their supervisor prior to working alone,
- b. report all work-site incidents immediately to their supervisor as required by WorkSafeBC, and
- c. participate in work site risk assessments and the implementing of procedures to eliminate or control hazards of working alone.

## **G. REGULATIONS**

<http://www2.worksafebc.com/publications/OHSRegulation/Part4.asp#SectionNumber:4.20.1>

## **H. OTHER RELEVANT POLICIES**

6400 Violence in the Workplace

6420 Occupational Health and Safety

**Key words:** ..... violence, WCB Regulations, incidents, victim

## WORKING ALONE OR IN ISOLATION

### Hazard Identification and Risk Management Survey

FACULTY/DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**It is the responsibility of the supervisor to identify any hazardous agents or activities that arise from the conditions and circumstances of the employee's work.**

**IT IS STRONGLY RECOMMENDED THAT HANDLING OF HAZARDOUS SUBSTANCES OR PERFORMING HAZARDOUS ACTIVITIES BE PROHIBITED WHEN AN EMPLOYEE IS WORKING ALONE.**

**Identify hazardous substances the employee may handle while working alone:**

- HAZARDOUS WASTE
- PRESSURIZED GASES
- HERBI-PESTICIDES
- INDUSTRIAL CHEMICALS
- LIQUID GASES
- LAB CHEMICALS
- NONE

OTHER SUBSTANCES NOT LISTED ABOVE:

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**Identify hazardous activities the employee may perform while working alone:**

- HEAVY PHYSICAL LABOUR
- WORK WITH POWER TOOLS
- USE LADDERS, SCAFFOLDING
- WORK WITH HEAVY MACHINERY
- WEATHER CONDITIONS
- WORK WITH HIGH ELECTRIC CURRENTS
- JOB DUTIES OCCUR IN ISOLATED LOCATIONS
- WORK WITH EQUIPMENT UNDER PRESSURE OR VACUUM
- JOB DUTIES POSE INCREASED RISK
- ENTER CONFINED WORKSPACE
- JOB DUTIES OUTSIDE OF NORMAL WORK HOURS
- NONE

OTHER ACTIVITIES NOT LISTED ABOVE:

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**Providing applicable personal protective equipment (PPE)**

- Eye Protection
- Head Protection
- Respiratory Protection
- Skin Protection
- Footwear
- Hearing Protection
- Fall protection
- Other \_\_\_\_\_

**It is mandatory that the supervisor provides site-specific orientation.**

**If, in the opinion of the supervisor, additional site-specific safety training is required, please indicate the type of training and the person responsible for providing additional safety training. Contact the Health and Safety Coordinator for assistance.**

**SITE SPECIFIC ORIENTATION DATE: \_\_\_\_\_**

**SITE SPECIFIC SAFETY TRAINING DATE: \_\_\_\_\_**

**SIGNATURE OF THE SUPERVISOR: \_\_\_\_\_**

**SIGNATURE OF THE DESIGNATED EMPLOYEE: \_\_\_\_\_**

## WORKING ALONE OR IN ISOLATION Information Form

Faculty/Department: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee: \_\_\_\_\_

Description of work: \_\_\_\_\_

Location of work: \_\_\_\_\_

Employee contact:

Satellite Phone: # \_\_\_\_\_

Cell Phone: # \_\_\_\_\_

Land Line: # \_\_\_\_\_

Personal Contact # \_\_\_\_\_

Person to contact, or be contacted by employee: \_\_\_\_\_

Frequency of contact with employee/ time(s): \_\_\_\_\_

\_\_\_\_\_

Person responsible for emergency response/first aid: \_\_\_\_\_

Contact information for the emergency responder:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional/ special arrangements ( if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Hazard Identification of Risk Survey completed

Working Alone or in Isolation Procedures completed

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

(Please make a (1) copy to employee ( 1) copy to manager ( 1) copy to HR for file)