



Administrative Procedure: Working Alone

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1.0 Rationale

- 1.1 The Superior North Catholic District School Board recognizes that when employees are involved in working alone activities, there are increased safety risks and precautions that must be in place for the protection of all employees.

2.0 Definition

2.1 Working Alone:

- 2.1.1 Those work situations where an employee is not directly supervised and, in the event of critical injury, health impairment, victimization, or other foreseeable life-threatening emergency, assistance is not readily available.

3.0 Guidelines

- 3.1 Working alone is prohibited, according to the Ontario Regulations, when work involves any of the following:

- 3.1.1 Confined space entry. O.Reg 851, RRO 1990, O. Reg. 632/05.
- 3.1.2 An installation, equipment, or conductor operating at a normal voltage of 300 volts or more, except while testing equipment or troubleshooting. An individual who is able to recognize the hazards and perform rescue operations, including artificial respiration, will be available and able to see the worker performing the work. [O.Reg 851, Sec. 42.1]
- 3.1.3 Electrical systems rated at more than 750 volts. [O.Reg 851, Sec. 42.2]
- 3.1.4 A portable ladder exceeding six metres or 18 feet in length and is not securely fastened, or works with a ladder that is likely to be endangered by traffic. [O.Reg 851, Sec. 73]
- 3.1.5 Machine and power tools that can cause injury. [CSA Standard Z94.4-93, Sec. 9.3.3, 9.3.4]
- 3.1.6 Quick-acting acutely toxic material. [CSA Standard Z94.4-93, Sec. 9.3.3, 9.3.4]
- 3.1.7 The use of supplied air respiratory equipment or self-contained breathing apparatus. [CSA Standard Z94.4-93, Sec. 9.3.3, 9.3.4]
- 3.1.8 Use of a vehicle, or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line. [O.Reg 851, Sec. 60]
- 3.1.9 Use of a vehicle, or similar equipment where the operator does not have full view of the intended path of travel. [O.Reg 851, Sec. 56]
- 3.1.10 Tasks which are based on the risk assessment conducted by the Supervisor/ Principal/ Designate in consultation with the employee and the Joint Health and Safety Committee worker representative(s), is deemed to require more than one person.

4.0 Responsibilities & Duties

- 4.1 The following are the duties of Supervisors, Principals/Designates as per the Occupational Health and Safety Act:
 - 4.1.1 Provide information, instruction and supervision to a worker to protect the health or safety of the worker. [Section 25(2)(a)]
 - 4.1.2 Acquaint a worker or a person in authority over a worker with any hazard

in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
[Section 25(2)(d)]

- 4.1.3 Take every precaution reasonable in the circumstances, for the protection of a worker. [Section 25(2)(h)/Section 27(2)(c)]
 - 4.1.4 Provide a well-lit, safe environment with access to alarm phones and/or personal communication devices, doors locked and sign-in program, as necessary.
 - 4.1.5 Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware. [Section 27(2)(a)]
 - 4.1.6 Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for the protection of a worker. [Section 27(2)(b)]
 - 4.1.7 Review Working Alone Policy when required, or as necessary.
- 4.2 The following are the duties of Employees as per the Occupational Health and Safety Act:
- 4.2.1 Use or wear of the equipment, protective devices or clothing that the worker's employer requires to be used or worn. [Section 28(1)(b)]
 - 4.2.2 Report to his/her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker. [Section 28(1)(c)]
 - 4.2.3 Report to his/her employer or supervisor, any working alone incident, situation or hazard that has or may result in the injury of any employee. [See Appendix A]
 - 4.2.4 Employees have the right to refuse or stop work where health and safety is in danger. [Part V(5), Section 43]

Appendix A - Working Alone Hazards and Situations Report Form

Date of Report:

Time:

School/Location:

Name of Employee:

Description of the Hazard and/or Situation:

Witness(es) If Any:

Preventive Corrective Action Required or Taken:

Completed By:

Signature:

Immediate Supervisor/Principal:

Follow-up Action Taken By Immediate Supervisor/Principal:

Date:

Signature:

Copy:

- 1 - Joint Health and Safety Committee
- 1 - School
- 1 - Worker