

# Administrative Procedure 412

## Human Resources

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### WORKING ALONE

#### BACKGROUND

Employees who are directed to work alone are to be protected in accordance with the *Occupational Health and Safety Act*.

The superintendent and principal are jointly responsible for the implementation of this administrative procedure.

#### DEFINITION

##### Working Alone

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.

##### Readily Available

Three factors determine whether assistance is “readily available” in the event of an injury, illness or emergency:

- Awareness: Will other people capable of providing assistance be aware of the worker’s needs?
- Willingness: Is it reasonable to expect that these other people will provide helpful assistance?
- Timeliness: Will assistance be provided within a reasonable period of time?

#### PROCEDURES

1. In extraordinary circumstances, an employee may request access to the building off hours. The employee and the supervisor must complete the Westmount Working Alone Outside Building Hours & Access Authorization Form.
2. No charter board employee shall enter a Westmount work site alone unless a designated person (supervisor, colleague, spouse, friend or adult family member) knows that the employee will be in the building alone and is aware of the approximate duration of your stay.
3. In situations where employees are directed to work alone, the principal or supervisor shall ensure:
  - 3.1 that a hazard assessment to identify existing and/or potential hazards arising from the conditions and circumstances of the employee’s place of work is conducted;
  - 3.2 an effective means of communication between the employee and persons capable of responding to the employee’s needs is established; and
  - 3.3 safety measures to reduce the risk to employees from the identified hazards are implemented.
4. The designated person:
  - 4.1 must be available for the employee to call them;
  - 4.2 if necessary be prepared to call the employee; and

- 4.3 have contact information for a person who has a key to the work site and who can quickly get to the work site if they are not able to communicate with the employee in person after a lapse of one (1) hour.
- 5. While at the work site the staff member must:
  - 5.1 limit activities to those that are safe (for example, refrain from use of ladders, lifting/moving heavy items);
  - 5.2 ensure that a phone is easily accessible to where the employee is working; and
  - 5.3 ensure that the employee has a flashlight on hand in case of loss of power in the building.

**Legal Reference:** *Education Act*  
*Occupational Health and Safety Act*  
**Cross Reference:** AP-136 Occupational Health and Safety  
**Date of Adoption:** September 22, 2016  
**Date of Revision:** October 3, 2019, January 17, 2022, September 10, 2025  
**Due for Review:** September 10, 2028

## Westmount Working Alone Outside Building Hours & Access Authorization Form

I, \_\_\_\_\_, acknowledge that I understand and accept the responsibilities associated with possessing a swipe access card and/or school keys. I agree to use the swipe card in accordance with school policies and will not share it with others.

### Key Responsibilities:

**Notification:** I will ensure that a designated person (e.g., supervisor, colleague, spouse, friend, or adult family member) is informed when I am working alone at a Westmount work site, including the expected duration of my stay.

**Hazard Assessment:** I understand that a hazard assessment may be conducted to identify potential risks associated with working alone, and appropriate safety measures will be implemented.

**Communication:** I will maintain effective communication with a designated person who is readily available to my needs in the event of an emergency

**Safety Measures:** While working alone, I will:

- Limit activities to those that are necessary and safe (e.g., refrain from using ladders or moving heavy items).
- Ensure that a phone is easily accessible.
- Have a flashlight on hand in case of a power outage.

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**Staff Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Administrator Name (Print):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Date Card Signed Out:** \_\_\_\_\_

**Date Card Returned:** \_\_\_\_\_