



A. Definitions

Working Alone means the performance of any work function by a worker who:

- a) Is the only worker for that employer at that workplace at any time; or,
- b) Is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

Designate Contact means a MVSD employee designated by the employer, to check on the well-being of another employee.

Call Buddy means a MVSD employee designated by the employer to communicate with a Work Alone employee by telephone or other means.

B. Procedure

1. Communication Methods to Minimize Risk

Buddy System means a second person’s presence is required at all times and must not be exposed to the same hazard at the same time. The Buddy must be knowledgeable about the activities of the employee being observed and trained to implement a pre-planned emergency operation with proper equipment.

Personal Contact means checking a worker’s well-being through periodic visits at regular intervals by a supervisor, another employee or someone designated by the employer.

Telephone Contact means contact by telephone with low-risk employees at regular intervals or specific times during that work activity or shift.

Electronic Surveillance means the use of security system, two-way radio or equipment that is used as part of everyday operations.

2. General Control Methods to Minimize Risk

- a. Be knowledgeable about co-workers’ duties and routines, plan a set time to meet for breaks, and leave the building at end of shift together.
- b. Walk in well-lit areas and park close to the entrance.
- c. Secure all exterior doors when scheduled activities have concluded.
- d. Follow the Working Alone Communication Protocol suited to your position.
- e. Once trained, follow the Working Alone Safe Work Procedure and other Safe Work Procedures specific to your position.
- f. Each vehicle used for MVSD business will contain a cold weather and first aid kit.

Cross Reference:		MVSD Procedure: CW20 Workplace Safety and Health Program	
Board Informed: Dec. 16, 2016	Procedure Review Date:	Procedure Revision Date: Dec. 15, 2016 Aug. 2008	Page 1 of 4



- g. Employees who feel their safety is in immediate danger may pull the nearest fire alarm and proceed to the school entrance where the fire alarm panel is located. Only do this if you are at such risk that you are unable to phone 911 or your employer.
- h. If you believe your duties are not safe to perform alone, then stop and contact your supervisor.

NOTE: It is good practice for a family/friend to know your itinerary and contact information for your work place in case of an emergency.

3. Communication Protocol

All Working Alone staff will have access to a phone, cell phone, radio or internet. Emergency services will be called if contact is not successful with a Work Alone employee.

If absent or leaving shift early, notify your supervisor and file an AESOP.

a. Scheduled Employees (Clinicians, Computer Technicians, Mail Delivery Driver)

- Sign in and out with the designate contact at the front office (Secretary)
- If arriving late, notify your designate contact at the destination or contact your supervisor
- The designate will contact your supervisor if you have not arrived safely
- If necessary, the supervisor will check AESOP and contact the employee or his/her family

b. Unscheduled Employees (MVSD Administrative and others)

- Notify your meeting contact of your expected time of arrival
- Sign in and out at the front office, and meet your intended contact
- If arriving late, notify your intended contact at the destination
- The intended contact will make follow up calls if you have not arrived safely

c. Maintenance (Plumber, Electrician, Carpenters and others)

- Will receive work orders at 8:00 AM from the Assistant Maintenance Coordinator
- Sign in and out at destination and meet designate (Custodian, Principal, Secretary)
- At end of shift, the Supervisor or Assistant Maintenance Coordinator will check for safe return of Maintenance employees
- If necessary, the supervisor will check AESOP and contact the employee or his/her family

d. Bus Drivers

- Drivers have radio contact with Dauphin Bus Garage at all times between 7:00 AM and 5:30 PM; after this time contact is with the Assistant Transportation Coordinator and/or the Coordinator of Operations
- Parents are extremely vigilant as to a bus not arriving on time and communicate quickly to Dauphin Bus Garage

Cross Reference: MVSD Procedure: CW20 Workplace Safety and Health Program			
Board Informed: Dec. 16, 2016	Procedure Review Date:	Procedure Revision Date: Dec. 15, 2016 Aug. 2008	Page 2 of 4



- The Assistant Transportation Coordinator is contacted and the situation is immediately investigated
- e. **Mechanics** (Satellite Bus Garage)
- If out of phone or radio service, notify the Dauphin Bus Garage
 - Phone consult with the Assistant Transportation Coordinator at 8:00 AM to discuss work orders and assess safety risk of work day
 - Buddy system in effect from 9:00 AM until 9:30 AM and 3:00 PM until 3:30 PM during the school year
 - Dauphin Garage employees to communicate at 11:00 AM, 2:00 PM and end of shift; more often if discussed on a day-to-day basis. No communication is required when a co-worker is present.
 - If no contact is made, the Call Buddy/Dauphin Bus Garage will then phone the pre-arranged local responder who will immediately investigate (Custodian or Principal from local school).
- f. **Assistant Custodians and Summer Custodians**
- If absent or leaving early, notify your supervisor and file an AESOP between 8:00 AM and 5:00 PM; after this time, notify your Call Buddy.
 - Eight-hour Evening Assistant Custodians will phone the Call Buddy at 8:00 PM and at end of shift; shorter shifts will call at end of shift only. A response must be received.
 - The Summer Custodian will phone, text, or e-mail the pre-arranged Call Buddy at noon and at end of shift. A response must be received.
 - If communication is not received, the Call Buddy will page the school, phone or text the custodian and contact the supervisor, who will check AESOP and call family/friend if needed.
 - If no contact is made, the supervisor will phone the pre-arranged local responder who will immediately investigate (Day Custodian, Assistant Custodian or other MVSD employee).
- Custodian Call Buddy Schools
- | | |
|-----------------------------------------------------|------------------------------------------------|
| Henderson and Macneill | 5:00 PM end of shift call only |
| Whitmore and Smith-Jackson | 5:00 PM end of shift call only |
| Ethelbert and Board Office | 8:00 PM end of shift call only |
| Macneill and MacKenzie | 8:30 PM end of shift call only |
| Macneill and Barker | 8:00 PM and 11:00 PM mid and end of shift call |
| Barker and Gilbert Plains Elementary | 8:00 PM and 11:00 PM mid and end of shift call |
| Winnipegosis Elementary and Winnipegosis Collegiate | 10:00 PM end of shift call |

Cross Reference: MVSD Procedure: CW20 Workplace Safety and Health Program	
Board Informed: Dec. 16, 2016	Procedure Review Date: Dec. 15, 2016
Procedure Revision Date: Aug. 2008	Page 3 of 4



- g. Emergency Call Out** (Administration, Custodians, Workplace Safety and Health Officer and others)
- Contact supervisor and/or police
 - Discuss your intentions and time when you will report back
 - The supervisor will contact police if you have not reported back
- h. Random or Independent Employees** (staff voluntarily on MVSD property after hours, or MVSD staff working/travelling throughout the community)
- Sign in and out at the front office
 - If possible, communicate your itinerary with your supervisor or co-worker
 - It is good practice for a family/friend to know where you are and your contact information
- i. Non-Divisional Personnel**
- Refer to Mountain View School Division Workplace Safety and Health Program, Element 7, Terms for Sub-Contractors and Trades On-Site
 - Exercise your company Working Alone Policy
 - Be familiar with location and operation of telephones in the building
 - Know your local emergency contact numbers, address and phone number of your work location, and your location in the building

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Board Informed: Dec. 16, 2016	Procedure Review Date:	Procedure Revision Date: Dec. 15, 2016 Aug. 2008	Page 4 of 4