

WORKING ALONE POLICIES

- 01 CFA.....Yes, as attached; p. 2
- 02 TRUFA.....Yes, as attached; pp. 2-4
- 03 FACNC.....
- 04 DCFAYes, as attached; pp. 4-6
- 05 KFA.....Excerpt from Violence in the Workplace policy, p. 6
- 06 CORFAYes, as attached; pp. 6-8
- 07 UFVFSFA
- 08 VIUFA
- 09 OCFAYes, as attached; pp. 8-9
- 10 SCFA.....Yes, as attached; pp. 9-11
- 11 AWUYes, as attached; pp. 11-12
- 12 CCFA.....None.
- 14 LFA*No rep.*
- 15 VCCFA.....Yes, as attached; pp. 12-13
- 16 NICFA
- 17 TRUOLFA
- 19 NVITEANone.
- 21 PSFSA*No rep.*
- 22 ECUADFA.....

LOCAL 1: Capilano University

WHAT TO DO WHEN YOU ARE AT WORK AND THERE IS NO ONE ELSE AROUND

1. Have a telephone programmed with emergency numbers on hand
2. Establish a phone check procedure with a coworker working elsewhere in the building, security, family member or friend
3. Schedule high risk tasks during normal business hours, or when another worker is capable of helping if an emergency situation arises
4. Be aware of your surroundings and potential hazards
5. Avoid listening to loud music which may prevent you from hearing what is happening in your area
6. Trust your intuition. If you feel scared or uneasy, act on it straight away
7. Ask for security escort (604.984.1763) to or from your vehicle when it is dark or if you feel uncomfortable

LOCAL 2: Thompson Rivers University

WORKING ALONE

PURPOSE / SCOPE

1. **PURPOSE:** To describe the procedure for ensuring TRU workers and students who work alone are kept safe.
2. **SCOPE:** This procedure applies to all employees of TRU who work alone, outside of regular office hours or in isolated locations including administrators, faculty, staff, graduate and work study students.

POTENTIAL HEALTH & SAFETY HAZARDS

1. DEFINITIONS

1. **Critical Injury** – an injury that places life in jeopardy, produces unconsciousness, results in substantial blood loss, involves a fracture or amputation, burns to a major portion of the body or loss of sight.
2. **Hazardous Activities** – include the use of high-speed power tools, moving machinery, radioactive materials, exposure to high voltage, electrical equipment, heavy duty equipment, heavy lifting, hydraulics, and machinery on hoists.
3. **PPE** (Personal Protective Equipment) – Includes lab coats, goggles, face shields, gloves, work gloves, steel toe footwear, hearing protection, etc.
4. **Regular working hours** – At TRU, regular working hours will be defined as 7am – 7pm Monday through Friday.
5. **Safe Work Procedures (SWP's)** – written procedures that define the techniques, processes and best practices required to conduct work safely. SWP's are required where individuals are working alone in situations that could accidentally result in a critical injury, health impairment or foreseeable life-threatening emergency.
6. **Supervisor** – a person authorized by the University to oversee or direct the work of others including research supervisors, department chairs, deans, directors, managers and any other persons in position of authority.
7. **TRUSAFE** – a web-based system for employees to log in their location and estimated time of

departure to allow security to know where people are located on campus. This will allow security to check on the well-being of staff as per the WorkSafe BC Regulations.

8. **Worker** – person who has entered into or is employed under a contract of service or apprenticeship, written or oral, express or implied, manual labour or otherwise.

2. PROCEDURE

Department	Risk	Health and Safety Hazards
Office	Low	Medical emergencies, tripping, falling and fire
Computer Operations	Low	Medical emergencies, tripping, falling and fire
Lab	Medium	Chemical exposures, medical emergencies, tripping, falling and fire
Shipping/Warehouse	Medium	Driving forklifts and pickers, medical emergencies, tripping, falling and fire
Maintenance	Medium to High	Operating and working on various equipment, getting caught in or under equipment, may work on energized equipment, working at heights, chemical exposures, hot work/welding, medical emergencies, tripping, falling and fire

The above identifies areas at the Kamloops TRU campus may be in a situation to work alone depending on production requirements. It assesses the risk and identifies health and safety hazards that employees "ought to be aware of."

GENERAL RULES

Supervisors are required to ensure that they:

10. Identify those who are required to work alone or in isolation
11. Together with other workers, or members the safety committee, identify the hazards from the nature of the work and assess the risk. Perform a task-oriented risk assessment and communicate the results to all affected workers including others conducting similar work.
12. Eliminate hazards, if possible.
13. If unable eliminate hazards, minimize the risk by:
 - a) Providing written instructions as to the scope of work that can be done while alone or in isolation,
 - b) Ensure adequate documented training and instruction for safe work procedures,
 - c) Ensure an adequate level of competence for work that will be done, maintain training records
 - d) Ensure a knowledge of, and documented training in, the proper use of PPE
 - e) Develop a written procedure for checking in on the worker if the **TRUSAFE** login system is not appropriate – i.e. work in the field. The frequency of checks will be determined by the risk of the work being done.
 - f) Ensure adequate emergency and survival supplies for working in remote outdoor worksites.
14. Ensure that workers on campus utilize the **TRUSAFE** login system when working alone or after hours.
15. **It is strongly recommended that handling of hazardous materials or performing hazardous activities be prohibited when employees are working alone.**

Department Chairs are required to:

16. Ensure SWPs are developed and readily available for the safe operation of all equipment or tasks being performed in their areas. Such SWP's should be dated, signed, and reviewed and updated annually or more frequently as required

17. Ensure SWPs are read, understood and followed by all people working in an area.
18. Ensure the appropriate Personal Protective Equipment (PPE) is available, operating effectively and used.
19. Identify areas/tasks where working alone is not allowed and communicate to all affected people.

Working alone is prohibited when the work involves:

- Confined Space entry
- Installation, equipment or conductor operating at a nominal voltage of 300 volts or more
- Electrical systems rated at more than 750 volts
- Excavations (trenches)
- A portable ladder exceeding 6 meters in length and is likely to be endangered by traffic. A 6m ladder should be secured alone or with people
- Using fall arrest equipment and movable scaffolding above 4 meters (3 sections)

TRUSAFE

20. Is an automated way that staff working alone after hours can report to Security, so fulfilling the Work Safe BC requirement that procedures are in place for checking the wellbeing of a worker.
21. TRUSAFE is accessed through the myTRU portal on computers at the Kamloops campus.
22. When you are working on campus after hours or alone
 - a) Log in using your normal user name and password.
 - b) On the employee resources page in the lower left column is a link called Working Alone Reporting.
23. A page displays with a number of option boxes. Fill in, along with the estimated duration, i.e., how long you will be on campus.
24. When you have completed your time and are ready to go home, you will need to go back to the TRUSAFE login through myTRU and logout. If you do forget to logout, you can login into the TRUSAFE system from your home computer and logout from there.

LOCAL 4: Douglas College

Working Alone or in Isolation

Per WorkSafe BC regulation, any employee who works alone or in isolation must have a regular, written "check-in" procedure established by his/her supervisor/manager in consultation with the worker involved. This also includes any Faculty, Staff or Administrator working alone in his/her office at night or on weekends.

Supervisors of employees working out of town or on foreign work assignments must conduct a risk assessment and establish a check-in procedure for employees to follow if working alone while on assignment.

Similarly, employees travelling alone to work assignments, conferences or workshops must check-in with their supervisor (via e-mail or phone) to confirm safe arrival at destination and again upon return.

To implement a "check-in" procedure for any employees working alone, please review and complete the steps outlined in the following three documents. For assistance or questions please contact Sandy McKinley at local 6337 or Nancy Constable at local 6264.

Working Alone or in Isolation: Definition & Procedures

(http://www.douglas.bc.ca/_shared/assets/alonedef201251799.pdf)

Definition of New Regulation 4.20.1:

In sections 4.20.2 to 4.23 of the WorkSafe BC Occupational Health & Safety Regulation, "to work alone or in isolation" means to work in circumstances where assistance would not be readily available to the worker

- a) in case of an emergency or
- b) in case the worker is injured or in ill health.

To protect these Douglas College employees, they will be monitored to ensure timely and effective response to emergency, injury or ill health. This will be achieved by risk assessment and implementation of a system to check their well-being.

PROCEDURES

1. Working Alone or In Isolation:

- Any individual who is assigned to work alone or in isolation must have a regular "check-in" procedure established by his/her supervisor/manager in consultation with the worker involved.
- Appropriate check-in intervals will be established.
- Check-in must include "end of shift" contact.
- As appropriate to the situation, check-ins may be in person, by phone or radio. Check-In contact is provided by Douglas College Security personnel.
- A written log must be kept of the check-ins by Douglas College Security personnel. A written check-in log is maintained at each of the following: New Westminster Security kiosk & David Lam Security kiosk.
- The employee working alone or in isolation must initiate the check-in process with the Check-In Contact each time the employee is to work alone or in isolation.
- If no contact is made by the worker within a reasonable interval of the designated time, the Check-In Contact person will implement steps as outlined in the "**Check-In Procedures for Employees Working Alone or In Isolation**"
- Unless conditions change, the same risk assessment and check-in procedure may apply routinely for the same worker, over and over. Paperwork does not need to be recreated each time.

2. Role of the Supervisor/Manager:

- Review the document: "**Working Alone or In Isolation: Definition & Procedures**"
- Identify employees that work alone or in isolation.
- Complete a risk assessment with the identified employee, using the document:

"Working Alone or In Isolation: Assessment Checklist - Potential Risks or Hazards".

- Implement written procedures for checking on a worker's well-being, using the document: "**Check-In Procedures for Employees Working Alone or In Isolation**"
- Ensure the employee is trained in the written procedure for checking the employee's well-being.
- Forward copies of the completed Assessment Checklist & Check-In Procedure for employees who work alone or in isolation to the Occupational Health & Safety Coordinator.

4. Review Process:

The procedures and system for checking a worker's well-being will be reviewed annually by the OH&S Committees and the OH&S Office in conjunction with the supervisor/manager; or more frequently if there is a change in the work circumstances which could affect the worker's well-being or if the system is not working effectively.

Working Alone or In Isolation: Assessment of Potential Risks/Hazards

http://www.douglas.bc.ca/_shared/assets/alonerisk201251800.pdf

Check-In Procedures For Employees Working Alone Or In Isolation

http://www.douglas.bc.ca/_shared/assets/checkin201251801.pdf

LOCAL 5: Kwantlen Polytechnic University

Violence in the Workplace Policy excerpt:

RESPONSIBILITIES

Supervisor

It is the responsibility of every employee engaged in a supervisory function to ensure that all persons who are under their direction are properly trained in the safe performance of their duties and for ensuring that their work is performed without undue risk. Supervisors/Managers will ...

8. arrange scheduling to minimize the likelihood of somebody working alone, or if this is not feasible provide a means of periodically checking the well being of the worker ...

LOCAL 6: College of the Rockies

4.8.1 WORKING ALONE OR IN ISOLATION

The College of the Rockies wishes to promote a safe working environment for its employees.

The College recognizes that there may be risks involved when employees are required to work alone or in isolation and shall establish procedures for checking the wellbeing of persons required to work alone or in isolation.

Any worker who is assigned or scheduled to work alone will be informed by his/her supervisor of these.

Procedures

Definitions:

Check-in Procedures: means written procedures developed in consultation between the Supervisor and the worker in consultation with the HRD Officer. The HRD Officer will present the procedures to the OH & S Committee for approval. These procedures must include: time interval between checks, end of shift checks, procedure to follow in the event the worker cannot be contacted, and a written log of check-ins. (Sample copy attached as Appendix A.)

Human Resources Development Officer. means the Human Resources Development Department representative appointed by the Director of Human Resources to act as *ex officio* member of the OH & S Committee.

Means of Contact: means the ability of a worker to contact other assigned workers or individuals if they are experiencing some distress. The means are, but not limited to, line of sight, pager, radio, telephone.

OH & S Committee: means the Occupational Health & Safety Committee as referenced by the BC Workers' Compensation Act and Regulations.

Supervisor: means a person who instructs, directs and controls workers in the performance of their duties.

Worker: means a worker as defined in the *Workplace Act*. The definition also includes students who are in the practicum section of their course, in apprenticeship training at the College, and students who are directly sponsored and evaluated by the Worker's Compensation Board.

Working Alone: means assigned work in which the worker is alone on a College site and performing work or being in a situation where the worker may sustain injury if the worker might not be able to secure assistance in the event of injury or other misfortune.

Working in Isolation: means the assignment of work under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.

Workplace: means campus, centre, non-College practicum assignment locations and other educational venues where College courses or activities are offered.

B.2 Roles and Responsibilities:

B.2.1 Worker

- a. Along with his/her Supervisor and the HRD Officer, shall develop effective time intervals for checking his/her well being in the circumstances of working alone or in isolation, for review and approval by the OH & S Committee.
- b. Who in the course of his/her working day will be working alone or in isolation, as defined by WCB Regulation section 4.21, shall inform his/her supervisor of the location and estimated work time involved.
- c. Shall inform the Occupational Health & Safety Committee of all incidents, observations and situations where ensuring contact with a supervisor or delegate posed special problems for the working alone or working alone or in isolation system.
- d. Shall follow procedures identified in this policy.

B.2.2 Supervisor

- a. Shall identify workers who work alone or in isolation and forward this information to the Occupational Health & Safety Committee and the HRD Officer.
- b. In assigning a worker to work alone or in isolation from contact with other workers, shall, in consultation with the worker and the HRD Officer, develop procedures for checking a worker's wellbeing, including time intervals between checks, to be reviewed and approved by the OH & S Committee.
- c. In consultation with the worker, shall designate a person to establish contact with the worker at predetermined intervals.
- d. If no contact is made, shall initiate call-out procedures to check on the worker's well-being and record the no contact situation.
- e. Shall inform the Occupational Health & Safety Committee and HRD Officer of all incidents, observations and situations where ensuring contact with a worker posed special problems for the working alone and working in isolation system.

8.2.3 HRD Officer

- a. Shall receive appropriate education and training in the development of Working Alone or in Isolation Procedures
- b. Shall assist the Supervisor in setting up procedures for checking on the well being of workers working alone or in isolation and shall forward a copy of any Check-In Procedures to the OH & S Committee for review and approval.
- c. Shall inform the OH & S Committee of incidents and observations concerning the Working Alone Policy. Along with the OH & S Committee, will annually review the Policy and established procedure for working alone or in isolation.
- d. Shall, with the Supervisor and the OH & S Committee investigate incidents arising out of this policy.

8.2.4 Occupational Health & Safety Committee

- a. Shall participate in education and training so it can critically review procedures.
- b. Shall review and approve procedures developed by the worker, supervisor and the HRD Officer.
- c. Shall annually review procedures and general system for working alone or in isolation to ensure its effectiveness.

8.2.5 Director of Human Resources

- a. Shall ensure that the College maintains an effective working alone or in isolation system.
- b. Shall take remedial actions as necessary to sustain the working alone or in isolation system and procedures.

LOCAL 09: Okanagan College

Working Alone or in Isolation

Preamble:

The WCB regulation 4.21 addresses processes for workers who are assigned to work alone or in isolation under conditions that present a risk of disabling injury in the event the worker might not be able to secure assistance due to injury or other misfortune.

PROCEDURE

General:

Any individual assigned to work alone or in isolation will be informed by their supervisor of the procedures established by Okanagan College for an employee working under these conditions.

The procedures and system for checking a workers' well-being will be reviewed annually by the OH&S Committees and the Safety Coordinator in conjunction with the supervisor; or more frequently if there is a change in the work circumstances which could affect the workers' well-being or the system is not working effectively.

Working Alone:

1. Any individual who is assigned to work alone must have a regular "check-in" (*and appropriate intervals for continuing checks*), established by his/her supervisor in consultation with the worker involved.
2. Check-ins may be visual or by phone, monitored by the Okanagan College security staff or other Okanagan College employees in the area.
3. A written log must be kept of the check-ins by the Okanagan College security staff or the designated contact employee.
4. If no contact is made by the worker within a reasonable interval of the designated time, the contact person should endeavor to communicate with the worker. If no contact is made, they should initiate standard Physical Plant call-out procedures to check on the worker's well-being. All contact persons will be provided with a copy of the Physical Plant call-out procedure.
5. Employees whose work schedule is outside of normal Okanagan College working hours (8:00 - 4:30) at outlying centres will also have procedures established by their supervisors for "end of shift" contact. Employees who are on Okanagan College's Kelowna property outside of their working hours may check in with Security, who will make periodic checks to ensure their well-being. In other centres, arrangements may be made by contacting the Principal.

Working in isolation:

Work is "in isolation" when the location is separated by distance or topographical features so that workers' well-being cannot be determined at appropriate time intervals by visual observation of another worker who is not in the same location.

1. Supervisors who are assigning workers to work in an area isolated from regular contact with other employees, must, in consultation with the worker and the Okanagan College Safety Coordinator, establish procedures for checking a worker's well being.
2. These procedures may be by voice contact, with specified time intervals between the checks established.

ALL PERSONNEL:

- Any worker who, during the course of their working day, will be working alone or *in isolation*, as defined by WCB Reg. 4.21, shall inform their supervisor of the location and estimated time involved.

Supervisors:

- Identify workers that work alone or in isolation and forward this information to the Safety Office
- Written procedures for checking on a workers well-being shall be developed in conjunction with the supervisor, the worker and the Safety Office. The procedures must include:
 - time interval between checks
 - end of work shift checks
 - procedure to follow in the event the worker cannot be contacted
 - written log of check-ins, as required
- Check-ins will be set up through Physical Plant (*Security*) or department employees

Security:

- If required by a department, keep a written log of check-ins
- If no contact is made by the worker within a reasonable interval of the designated time, attempt to contact the worker. If no contact is made, standard Physical Plant call-out procedures will take place (*Physical Plant manual*)

Health & Safety Coordinator:

- Assist in setting up procedures for checking on the well-being of individuals working alone or in isolation
- In conjunction with the OH&S Committees at the campuses, the Safety Coordinator will annually review the established procedures for working alone or in isolation

LOCAL 10: Selkirk College

Policies and Procedures: Working Alone or In Isolation

Purpose

This policy:

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

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).

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 workers 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 academic 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.

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

Procedure

Whenever possible, staff should work in teams or with another worker 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 workers to be working alone or in isolation. Under these circumstances, workers 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 worker(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 Joint Occupational Health & 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 worker,**
- (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 Joint Occupational Health and Safety Committee or Human Resources.

Responsibilities

5.1 Management will ensure that:

- (1) 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 Joint Operational Health and Safety (JOH&S) Coordinator by December 31 of every year),
- (2) measures are taken to eliminate or control the hazards of working alone at Selkirk College,
- (3) affected workers are informed of the hazards and methods used to control or eliminate hazards,

- (4) employees who work alone have discussed with their supervisor, a means of communication with individuals who can respond to an emergency situation, and
- (5) all Selkirk College employees understand the Working Alone or in Isolation policy and procedures.

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

- (1) provide an effective system for communication between any worker who works alone and persons capable of assisting the worker, and
- (2) ensure incidents of working alone or in isolation are reported and documented.

5.3 Employees will:

- (1) inform their supervisor prior to working alone,
- (2) report all work site incidents immediately to their supervisor as required by WCB, and
- (3) participate in work site risk assessments and the implementing of procedures to eliminate or control hazards of working alone.

Regulations

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

Appendix A: Hazard Identification and Risk Management Survey

Appendix B: WORKING ALONE OR IN ISOLATION Information Form

LOCAL 11: Northwest Community College

Issued November 2, 2012

Working Alone Procedures

Working Alone Procedures apply when someone is scheduled to be working on site completely alone without students or other staff present. It is the responsibility of all supervisors and staff members to identify when scheduling necessitates an individual to be working alone. The same procedures also apply where staff members are not "scheduled" but are going to the campus to prepare for class or other duties.

Procedures:

Northwest Community College has contracted with a "Check in Service" that provides this important safety feature for the benefit of all employees. 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**. At this point the worker must provide the contact person with the following information:

- Full Name
- Contact Numbers (Cell, Office, Home)
- Time Arrived On Site
- Estimated Departure Time

The check in service will call the worker a minimum of every two hours to ensure their wellbeing. The two hour period can be shortened at the request of the worker.

If the Check in Service is unable to contact the worker at the scheduled check in time the appropriate administrator will be contacted by the service and immediate measures undertaken to ensure the safety and wellbeing of the lone worker.

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.

Responsibilities:

It is the responsibility of Regional Directors and the Director of Ancillary Services to ensure that campus and task specific working alone procedures are developed, implemented, communicated and enforced. It is the responsibility of all supervisors to review each worksite to identify circumstances where individuals work alone in situations where there is increased risk of injury or assistance is not readily available. Supervisors must ensure that all reasonable and practical steps are taken to protect the health and safety of employees.

LOCAL 15: Vancouver Community College

Working Alone or In Isolation Procedures

Applies To All College employees and contractors who may work alone or in isolation under conditions which present a risk of disabling injury if the employee might not be able to secure assistance in the event of injury or other misfortune and those required to check on their well being.

Definition Work is “*in isolation*” when the location is separated by distance or topographical features so that a worker’s well being cannot be determined at appropriate time intervals by visual observation. Work is “*Alone*” when you are the sole person working in an office or an area by yourself.

PROGRAM ACTIVITIES:

1. General:

- Employees are required to follow Working Alone Procedures when working alone or in isolation.

2. Training

- All employees will receive a copy of the in Working Alone or In Isolation Procedures.
- Training needs will be assessed annually.
- Training will provide an opportunity for the employees to have input into the program content with regards to procedural processes.
- New employees will receive the procedures at orientation.

Procedures for Employees

1. Prior to your being left as the last person or if you are scheduled to work alone or in isolation, contact the security officer on duty or another employee and inform them that you are working alone or working in isolation;
2. Provide the security officer or contact person with your **exact location**.
3. Ensure your work area is secure.
4. Have the security officer or contact person log the time of the call.
5. Make arrangements to call in at one - half hour intervals or a mutually agreeable time interval, this must be at least once per shift. Check-ins may be visual, by telephone or two- way radio if available. **All calls must be monitored by VCC security staff or other VCC employees in the area and a written log must be kept of the check-ins.**
6. Prior to leaving the area at the end of your work, contact the security officer or designated contact employee and notify them of your intent to leave. If necessary, have security come to escort you to a safe area.
7. Sign or initial the logbook at the time of your exit. The logbook will be kept in the security office.

Procedures for Security or VCC Contact Person

If contact cannot be obtained during regular checks, the contact person must:

1. Try to contact the employee at least twice.
2. If the contact person is an employee other than security, try to contact security for assistance.
3. Notify local police or another person working on site that the employee working alone has not responded to your call.
4. **Do not attempt to access** the area in question. Wait for an escort.
5. When help arrives, access the hazard area with caution.
6. Locate the worker and notify College Officials if necessary.
7. If the employee has left without checking in, initiate a call to their home to ensure their safety.

If an employee who is alone or is working in isolation is endangered:

1. Contact Security immediately by dialing 4444 from any phone
2. Provide them with your exact location and the type of emergency
3. Remain where you are until help arrives

RESPONSIBILITIES:

The Program Administrator: Health and Safety Assistant

This person is responsible for:

- Issuing and administering this program and making sure that the program satisfies the requirements of all applicable provincial (WCB) Working Alone or in Isolation requirements.
- Providing initial and periodic training to employees on Working Alone Procedures.
- Maintaining the training records of all employees included in the training sessions.
- Auditing the program annually to ensure its' continued effectiveness.

Department Managers Where Use of Working Alone or in Isolation Procedures are Required:

These people are responsible for:

- Knowing the hazards in their area that would warrant the need for Working Alone or in Isolation Procedures.
- Enforcing the Working Alone or in Isolation Procedures in these areas.
- Making sure employees are knowledgeable about hazards for the areas in which they work.
- Ensuring employees who are new to the department have been trained in the Working Alone or in Isolation Procedures.
- Ensuring contractors are aware of the hazards in the areas in which they have access.

Employees Who Are Required to Work in Areas Where Working Alone or in Isolation Procedures are Required:

These people are responsible for:

- Following all Working Alone or in Isolation Procedures as set out in this program.
- Knowing when the program is to be initiated.
- Reporting **all** incidences to Security and the Health and Safety Assistant