



SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

Policy H.10 (Formerly 6600)

Employees Working Alone or in Isolation

Date Passed: December 2008

Date Approved: December 2008

Date Updated: January 2017

Preamble

In accordance with Worker Compensation Board Regulation Section 4.21 to 4.23 The Haida Gwaii Board of Education of School District No. 50 must develop and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation under conditions, which present a risk of injury.

1. To ensure staff are alert and mindful of safety issues while working alone.
2. To provide a safety checklist.
3. To guide staff on risk assessment for home visits.
4. To encourage staff to remain alert to signals (student and internal) when assessing danger.
5. To encourage staff to consider alternative responses in potentially dangerous situations.

PROCEDURE

1.0 Supervisor/Principal Responsibility

Supervisor/Principal are responsible for ensuring workers are familiar with the checking of procedures appropriate to their duties.

1.1 Workers are responsible for ensuring they follow procedures developed for their protection. Failure to comply with procedures developed is a violation of School District No. 50 (Haida Gwaii) policy.

2.0 Communication

2.1 Where two-way telephone communication is available that is the designated means of checking on workers well-being.

2.2 A schedule for contacting the designated personnel must be strictly adhered to.

2.3 In case of emergency employees are reminded that the use of the school alarm system, the fire alarm system, or the school telephone system is available to summon emergency assistance.

3.0 Procedures for Custodians Working Alone or in Isolation

3.1 A Custodian working alone or in isolation will be given a phone number of a lead hand custodian working in another school or Supervisor. In schools with automatic warning systems to the security company those procedures will be enabled when the custodian is working alone.

4.0 Procedures for Maintenance Employees



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- 4.1 Working Foreman in each area will be issued a cell phone, which will be active and carried at all times.
- 4.2 It will be the responsibility of the working foreman to ensure the safety of the employee working with him.
- 4.3 When maintenance employee's travels to rural schools out of the cell phone coverage area the working foreman and the employee will establish an estimated time of arrival.
- 4.4 When the employee reaches his destination he/she will telephone the working foreman or acting supervisor upon arrival. They will also check-in with the School Principal, acting Principal or school secretary.
- 4.5 The employee will advise the working foreman by phone when he leaves the school.
- 4.6 Should the employee not phone or arrive by the estimated time the working foreman will take the appropriate action.
- 4.7 When either the working foreman or maintenance employee is absent in either the north or the south the maintenance employee is working alone. A procedure should be established in the south with the Board Office or in the north with a designated school Principal so a check with the maintenance worker can be established.
- 4.8 At all times maintenance workers should check-in with the school Principal, acting Principal or School Secretary to make the school aware of his presence in the school.
- 4.9 When leaving the school, the maintenance worker should make the school aware as well.

5.0 Voluntary or Personal Activities

If a Principal/Supervisor authorizes an employee to enter or use a facility outside normal operating hours, and no person will be present in the facility then the following rules apply:

- i) The employee will be required to sign in and out of the facility using a designated logbook.
- ii) At each facility the school/location health and safety committee will develop a procedure detailing by whom, how and when the employees well-being will be checked.
- iii) Those procedures will be filed with the District Health and Safety Committee.

6.0 Home visit Safety Guidelines

6.1 Plan ahead:

- a. Review student's history (file, verbal)
- b. Leave a copy of your itinerary with the designate at the school
- c. Do inside and outside risk assessments:
 - from outside the home
 - i. Park where you can' be blocked in
 - ii. Determine if there are any vicious pet(s) in the yard of home
 - iii. Consider entrances and exits to the home
 - iv. When approaching the house, listen for outward sounds of potential danger
 - v. If it feels at all threatening do not enter the home
 - inside the home
 - i. Do a quick visual scan of the room for possible signs of danger (drug paraphernalia, weapons)



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- ii. Be observant in regards to people's behavior in the home (intoxication, emotional aggression, agitation, etc.)
- iii. If there is any indication of a threat to your safety, promptly and politely end the visit.

6.2 Report and record unsafe conditions. Form 6910-1 Violent Incident Report