

## EMPLOYEE WORKING ALONE

### Background

At any given time, Prairie South School may have employees who are working alone, whether regularly or on an occasional basis. This includes working without close or direct supervision by themselves, without colleagues or in isolated work areas during non-office / non-school hours.

### Definition of “Working Alone”

*Saskatchewan Occupational Health and Safety Regulations, 2020 Section 3* defines working alone as an employee who is working at a “worksite as the only worker of the employer or contractor at that worksite, in circumstances where assistance is not readily available to the worker in the event of injury, ill health or emergency.”

Where an employee is working alone, the supervisor, in conjunction with the OH&S Committee, shall identify the risks arising from the conditions and circumstances of the work or the isolation of the place the work is to be performed. The employer shall take all reasonably practicable steps to eliminate or reduce the visits that have been identified.

### Procedures

1. All staff will be advised of the procedure for working alone through communications from their supervisor.
2. Any area of risks identified by either the employee, employer or the OH&S Committee will be evaluated to ensure worker safety while working alone.
3. If an area of risk is identified an effective communication system must be established. This could be radio communication, phone/cell phone communication or any other means of communication that has been considered in accordance with the risks involved.
4. If the area of risk identified does not have reasonable safety measures in place, the area of risk should be brought to the attention of the supervisor. The supervisor will then assess the risk area to determine whether specific communication methods, safety equipment or additional procedures may be required. If additional training is required the appropriate training will be provided by the employer.
5. In isolated areas where an employee is required to work on an occasional basis, the employee will inform their supervisor when they will be required to work alone and the location in which the work will take place.
6. If an employee is required to travel to another location different from their usual workplace to perform work, it is an expectation the employee travels with a means of radio or phone communication and ensures their vehicle is equipped with emergency supplies.

Reference: Section 3 Occupational Health and Safety Regulations, 2020.

June 6, 2023