



**SECTION 1000 – HUMAN RESOURCES
WORKING ALONE OR IN ISOLATION**

No worker shall work alone or in isolation without an established work alone plan and monitoring system in place (Manitoba Regulation 217/2006 Part 09)

One Custodial Employee Working Alone

In this situation, the division shall maintain a “Buddy System” for employees working alone in the evening.

- Buddy System Schools:
- Mapleton to contact Centennial
 - Board Office to contact Ruth Hooker
 - Wm. S. Patterson to contact Walter Whyte

Telephone contact shall be made at 6:30 p.m. and 8:00 p.m. If there is no response, a second call shall be made ten minutes later. If a determination is made that the alone worker may be having difficulty, a call is to be made to XL Alarms.

Division provided cell phones shall:

- be worn at all times during their shift;
- be left on the charger after the shift;
- be used by school personnel for emergency use only.

Schools with More than One Evening Custodial Employee

Evening staff shall be provided with 2-way radios.

Pre-arranged coffee breaks shall be the check-in time. If a staff member does not join the pre-arranged coffee break, staff shall try to contact the missing staff member. If contact cannot be made, the RCMP shall be notified.

The 2-way radios must be worn during their shift and must be placed on the charger at the end of the shift.

Regional School Staff (Early Morning & Weekends)

The school will be equipped with a Work Alone System which must be acknowledged by means of depressing a button when school bells are sounded at pre-determined times (2-hour intervals from time that the main security system is deactivated). If no acknowledgement is made within ten minutes, automatically XL Alarm will dispatch assisting personnel through the Key Holder List. Also, if an emergency should arise between intervals, the school cell phone will be used to request assistance.

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Maintenance Personnel Daytime:

At the beginning of their shift, maintenance personnel working alone shall check in with the Caretaker or Secretary and advise of the area in which they will be working. Contact shall be made at least every two hours.

If contact is not made within the 2-hour interval, an effort must be made to locate the personnel working alone.

Maintenance Personnel Evening:

At the beginning of their shift, maintenance personnel working alone shall check in with the evening cleaning staff who is the designated contact. Maintenance personnel are to advise of the area in which they will be working and contact shall be made at least every two hours.

If contact is not made within the 2-hour interval, an effort must be made to locate the personnel working alone.

Maintenance Personnel After Hours:

Maintenance personnel working alone after hours shall call the designated contact, XL Alarms, before entering the work site. Maintenance personnel shall advise where they will be working. Contact shall be made in accordance with the safe work procedure for the specific maintenance activity.

Isolation/Off School Premises:

All employees, while working in isolation or off school premises, shall notify their designated contact person of entry and the amount of time to be spent in isolation or off school premises. Contact should be made at least every two hours.

Head Caretakers' Responsibilities:

Head Caretakers shall:

- ensure that all custodial staff, including spares, are trained in working alone and in isolation procedures which must be posted in the custodial room;
- ensure that cell phones and 2-way radios are adequately charged for the evening shift;
- communicate daily with evening staff to identify any concerns.

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Employees' Responsibilities

Employees shall:

- while working in isolation or off school premises, notify their designated contact person of entry and amount of time to be spent in isolation or off school premises. Contact shall be made at least every two hours;
- phone buddy schools at designated times and inform them of any change in circumstances;
- inform XL Alarms of the time they will be leaving, if working after regular hours.

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