

		<b>Adopted:</b> June 28, 2012 <b>Amended:</b> July 9, 2013
	<b>External References:</b> <ul style="list-style-type: none"> <li>• Saskatchewan's Occupational Health and Safety Regulations, 1996, Section 35.</li> <li>• Saskatchewan School Boards Association Lone Worker Policy</li> </ul>	<b>Internal References:</b> <ul style="list-style-type: none"> <li>• AP 542 Maintenance Inspection and Safety</li> </ul>

## Background

The Division may have employees who work by themselves without close or direct supervision.

The Division recognizes that steps to reduce the risks associated with working alone are necessary, that these risks need to be communicated appropriately to employees and that the Division and its employees are responsible for following safe work practices.

## Procedures

### 1. Division Responsibilities

- 1.1 The Division will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations as well as the Saskatchewan School Boards Association Lone Worker Policy (<http://saskschoolboards.ca/employeebenefits/forms/LoneWorkerPolicy.pdf>).
- 1.2 For additional information refer to Administrative Procedures 542 Maintenance Inspection and Safety.
- 1.3 The Division will identify risks associated with those working alone and take the following into consideration and communicate these with the employee:
  - 1.2.1 Safety Training (work safe practices including identifying tasks that require assistance, employees working alone are confident in their safety, etc.)
  - 1.2.2 Appropriate safety equipment (required for the job)
  - 1.2.3 Communication (cell phone, methods of regular contact, estimated times of arrival, etc.)
  - 1.2.4 Medical Emergencies (location of first aid kits, phone numbers, etc.)
  - 1.2.5 Fire (location of fire extinguishers, exits, etc.)
  - 1.2.6 Weather-related risks (emergency supplies for severe weather conditions, etc.)

### 2. Lone Worker Responsibilities

- 2.1 The employee will follow the guidelines provided in the Saskatchewan's Occupational Health and Safety Regulations, the Saskatchewan School Boards Association Lone Worker Policy (<http://saskschoolboards.ca/employeebenefits/forms/LoneWorkerPolicy.pdf>).
- 2.2 The employee will take personal responsibility for sharing information regarding their whereabouts.
- 2.3 The employee will inform their supervisor, the Occupational Health and Safety Committee, or immediate supervisor of any concerns or incidents regarding working alone.