DfYdUf]b[˙HcXUm˙fj˙@YUfb˙Yf˙Zcf˙Hca˙cffck

_____

Board Governance Policy Cross Reference: 1, 12, 13

Administrative Procedures Cross Reference:

Emergency Preparedness

Workplace Safety and Health

Form Cross Reference:

Working Alone or In Isolation Risk Assessment

_____

Legal/Regulatory Reference:

Workplace Safety and Health Act

Workplace Safety and Health Regulation (Part 9)

Interlake School Division is committed to ensuring, as far as reasonably practicable, the safety, health and welfare of employees who work alone or in isolation. All previously established forms of communication are to be continued. This procedure applies to all division employees (workers) and is intended to provide an extra layer of safety for employees who work alone or in isolation. The implementation of this procedure will be gradually phased in to allow for: proper training for employees working alone or in isolation, acquisition of the necessary technology (phones), a period of pilot testing, and responsiveness to the differing q0.003(n)5ering]TJET q0cly(employees wor)-allow for: proper train

the worker and their supervisor according to the risk of their job function. In no situation shall the frequency exceed 2 hours.

If a worker not registered with the Checkmate Safe Alone App needs access to a divisional building outside of regular business hours, the employee is responsible for arranging access and monitoring directly with their supervisor.

1. When working alone or in isolation, tap the _____ button. An initial check-in will automatically occur and safety checks will be turned on. This will be confirmed by a large checkmark appearing on the screen.
2. On the Safe Alone app a timer countdown, including the time when the next safety check will occur, will be displayed. You can proactively check-in at any time by tapping the _____ button to confirm your safety and reset the timer. Check-in frequency can be edited from this screen (not to exceed 2 hours). At the end of the working alone period, tap the deactivate button to end the monitoring period.
3. Settings in the Safe Alone app must be set to provide lone worker check-in location by either:
   a. Sending location coordinates when checking in, activating and deactivating; or
   b. Prompting for text location when checking in, activating and deactivating (location

Date Adopted: April 8, 2024
Date Reviewed:
Date Amended: June 18, 2024

Administrative Procedures Manual
AP 4210

Page 4 of 5

Upon receiving

Date Adopted: April 8, 2024
Date Reviewed:
Date Amended: June 18, 2024

Administrative Procedures Manual
AP 4210

Page 5 of 5