

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 needs of each employee group and the differing times of the year (i.e. while school is in session versus during the summer months).

Electronic monitoring of employees will not be used to monitor work habits or performance.

The working alone procedure shall be used in both working alone and working in isolation scenarios as defined in the Manitoba Workplace Safety and Health Regulations.

means the performance of any work function by a worker who:

a) is the only worker for that employer at that workplace at any time; and,

Date Adopted: April 8, 2024

Date Reviewed: June 10, 2024, August 28, 2024 Date Amended: June 18, 2024, July 15, 2024 Working alone is prohibited for the following high-risk activities:

confined space entry

working on energized electrical equipment - only completely qualified and trained tradespeople familiar with the work assignment shall be allowed to work on live circuits or equipment. power line hazards – use of a vehicle, crane or similar equipment near a live power line where it is possible to make contact with the live power line

view obstruction – use of a vehicle, crane or similar material handling equipment where the operator does not have full view of the intended path of travel

working at heights where fall arrest equipment is required

hot work applications where a fire watch is required

tasks which based on a risk assessment are deemed to require more than one person

The risk assessment will be based on the activity that the worker will be performing when working

from their supervisor. The frequency of check-in will be determined by 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. The frequency of check-in will be determined by the worker and their supervisor according to the risk of their job function. In no situation shall the frequency exceed 2 hours.

- 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 information must be provided when prompted)

Missed Safety Check – Notifications from Checkmate

- 1. A reminder text is sent to lone worker before their required check-in time- adjustable between 3 to 20 minutes prior.
- 2. If Ione worker fails to check-in, an automated phone call is triggered, prompting them for a check-in response.
- 3. If the automated call is not responded to, a missed safety check alarm is created:
 - a. Lone worker will be notified via text that an alarm has been created and a live operator will attempt to reach the lone worker by phone.
 - b. If contact remains unestablished, the Safety Alert Contact(s) are notified via text that the worker has missed their safety check and to acknowledge that they will investigate. Safety Alert Contact notifications are staggered at predetermined intervals.
 - c. If there is no acknowledgment from the Safety Alert Contacts, the live operator will attempt to reach the Safety Alert Contacts by phone as well as attempt to reach the lone worker again, leaving messages where available.

d.

| Upon receiving notification of a failed check-in alert from Checkmate, the Safety Alert Contact will do the following: |
|--|
| 1. Call the worker cell |