

Working Alone

BACKGROUND AND PURPOSE

Fusion Education Association is committed to providing a safe, healthy, and supportive work environment for all employees. This administrative procedure establishes expectations for employees who work alone to ensure risks are identified, appropriate safeguards are in place, and assistance is readily available should an emergency arise. Consistent with the Occupational Health and Safety Act, working alone arrangements will be planned, assessed, and monitored to reduce foreseeable risks while supporting the operational needs of Fusion Collegiate. This administrative procedure applies to all Fusion Education Association employees who are required or authorized to work alone at any Fusion Collegiate worksite.

DEFINITION

Working Alone - Working alone occurs when an employee performs assigned duties at a worksite where assistance is not readily available in the event of an illness, injury, security concern, or other emergency.

RESPONSIBILITIES AND PROCEDURES

1. The Superintendent and Principal share responsibility for implementing this administrative procedure and ensuring appropriate systems are in place to support employees who work alone.
2. Supervisors who authorize or direct employees to work alone assume these responsibilities:
 - a. Complete or review a hazard assessment that identifies actual or potential risks associated with the work being performed.
 - b. Ensure appropriate measures are implemented to eliminate or minimize identified hazards.
 - c. Establish an effective communication plan between the employee and a person able to respond in the event of an emergency.
 - d. Ensure employees understand the expectations outlined in this administrative procedure.
3. Employees who are authorized to work along must:
 - a. Follow all established safety procedures including but not limited to
 - i. restrict activities to those that can be safely completed without assistance;
 - ii. avoid tasks involving significant physical risk, including using ladders or moving heavy objects;
 - iii. keep a charged communication device readily accessible;
 - iv. ensure a flashlight or other emergency lighting is available in the event of a power outage;
 - v. maintain awareness of emergency exits and security procedures; and
 - vi. leave the worksite immediately if conditions become unsafe.
 - b. Communicate their work location and expected duration to a designated contact. Employees shall not enter or remain alone at a Fusion Collegiate worksite unless a designated contact has been informed of:
 - i. the employee's location;
 - ii. the purpose of the visit;
 - iii. the anticipated duration of the work; and
 - iv. the expected departure time.

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- c. Report any incident, near miss, or safety concern occurring while working alone to the employee's supervisor as soon as reasonably practicable and managed in accordance with Fusion Education Association's health and safety online procedures.
4. A designated contact may be a supervisor, colleague, spouse, adult family member, or another responsible adult. The designated contact shall:
 - a. remain available to receive communication from the employee;
 - b. initiate contact if expected communication is missed; and
 - c. have access to contact information for an individual with authorized access to the worksite who can respond promptly if the employee cannot be reached.
 - d. If communication cannot be established within approximately one hour of the expected contact time, appropriate follow-up should occur.
5. To support the safety and security of students and staff, students are permitted limited access to the building outside of regular school hours:
 - a. Students are expected to leave the school building within one hour of the conclusion of their scheduled classes or school activities unless they have received prior approval to remain.
 - b. Staff members shall not remain alone in the building with one or more students.
 - c. When an administrator is present in the building, students and staff may request permission to remain beyond regular hours for approved educational, extracurricular, or operational purposes.
 - d. Any approved after-hours access shall ensure appropriate supervision, building security, and compliance with applicable health and safety requirement

LEGAL REFERENCE: *Education Act, Occupational Health and Safety Act*