

<b>SAFE WORK PROCEDURE</b> <b>Name of Procedure: Working Alone</b>	<b>Date Approved: September 15, 2008</b> <b>Date Revised: September 4, 2015</b>
<b>Department: Facility Services</b> <b>Section: Caretaking</b>	<b>Approved by: Ray Armstrong</b>

**Purpose:**

To provide worker with instructions on working alone.

**Definitions:**

A worker is considered working alone at a work site when there are no other persons working at the work site that would be able to provide assistance if there is an emergency or the worker is injured or ill.

**Equipment:**

- Working telephone readily available or cell phone

**Identified Hazards:**

<b>Hazard</b>	<b>Potential Injury</b>
Potential violent intruder	Stress, physical injury
Chronic disease	Unconsciousness, physical injury

**Controls/PPE Required:**

- Secured worksite with locked doors and windows
- Working telephone or cell phone
- Working outside security lighting
- Working security system
- Working fire alarm system

**Procedure:**

<b>Action Steps</b>		<b>Responsibility</b>
1.	Advise your immediate supervisor if you have a medical condition that would cause you to become unconscious and unable to call for assistance in an emergency. This could be a temporary medical condition or a chronic disease such as heart, diabetes, epilepsy.	<b>Caretaker</b>
2.	At the beginning of each shift check and secure your work area. Check windows and doors and ensure that they are secure and that there is no evidence of a break in. <b>Do not enter</b> the building if you suspect that the intruder could be still there in the building.	
3.	Notify Facility Services immediately if there is evidence of a break in.	
4.	During the morning shift, do not unlock the doors until a least one other person is in the building. Only unlock one door until it is necessary to open the others.	

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5.	Ensure that you have your keys and cell phone (if you have one) with you at all times.	
6.	Ensure that you are knowledgeable in the operation and locations of the phone / radio or cell phone systems on the work site.	
7.	If possible prior to everyone leaving the work site take the garbage out and perform any task that would involve leaving the secured building. Move your personal vehicle as close to the door that you will be leaving from and lock and park it in a well lit visible area.	
8.	All classroom doors that are not being used by outside groups must remained locked at all times.(limits hiding area for intruders)	
9.	Identify any outside rental groups and unlock the door 15 minutes prior to their start time and lock the door 15 minutes after their arranged start time. Outside rental groups/contractors must follow strict guidelines laid out under contractual agreements and the safe work procedures. Plan to leave with the group or the last person/persons in the group whenever possible.	
10.	If an intruder is attempting to break into the building remove yourself from the area, lock yourself in a room with a telephone and dial 911 to summon the RCMP and remain in the room until they arrive. Do not at anytime confront the intruder.	
11.	If you are surprised by an intruder try to remain calm and try to position yourself so your cart is between yourself and the intruder and you are close to a means of escape such as a door to locking room. Ask the intruder to identify themselves and why they are in the building. Ask for identification if they indicate that they are District approved Contractor's or other Facility Services staff. Ask them to leave if at anytime you are uncomfortable with their presence.	
11.	If the intruder attacks run to the nearest fire exit and pull the fire alarm. Try to find a secure location where you can lock yourself in to call police.	
12.	Prior to leaving the building at the end of your shift look out at your vehicle and check to ensure that there isn't anyone suspicious in the area. If you are waiting for someone to pick you up remain in the building until you see them pull up.	
13.	Arm the security system, ensure that you have your keys and cell phone out prior to leaving the building and go straight to your vehicle, lock the doors and leave the area immediately.	

**References/Links: Alberta Occupational Health and Safety Code Part 28 Working Alone**