

**POLICIES**

**Approved:** 2008-03-12

**Policy:** #203

**Amended:**

**Section:** School Operations

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**#203 Working Alone**

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**POLICY STATEMENT**

The Board of NHCSS is dedicated to providing a safe work environment and limiting the risk of harm to any employee or contractor as a result of working alone. To the greatest extent possible, the Board wishes to limit the hazards which may be associated with working alone. Whenever possible, the Board will take reasonable steps to ensure that employees or contractors are not required to work alone, however, this may not always be possible due to operational requirements, the need to respond to emergent situations, or other unforeseen circumstances. The Board recognizes that, due to the nature of work in schools, some of its employees or contractors may choose to work outside regular school hours and may, in fact, be alone at such times.

**GUIDELINES**

1. To protect the safety of employees or contractors required to work alone, or who have chosen to work alone, the Board directs the Principal to:
  - a. Assess hazards in the workplace relative to working alone. This process will be done with the input of staff and contractors and will assess past and current hazards.
  - b. Take corrective actions or measures to minimize the hazards associated with working alone and to help prevent incidents from occurring.
  - c. Train and educate staff and contractors relative to the operation of policies and procedures to minimize hazards.
  - d. Investigate reported incidents and follow through with measures that will prevent the incident from occurring again.
  - e. Periodically monitor the safety measures to determine their effectiveness and appropriateness.
  - f. Maintain appropriate forms for assessing hazards, training, investigation of incidents, and the evaluation and monitoring of safety measures.
2. Any employee or contractor who is required to work alone, or who has chosen to work alone, will be trained and have access to a cell phone, or other suitable communication device, so that they can easily contact someone in the case of an emergency.