



RATIONALE

The Catholic Independent Schools of Kamloops Diocese (CISKD) is dedicated to the health, safety, and well-being of its employees and will ensure that all necessary protections and procedures are in place to protect personnel who are required to work alone or in isolation.

POLICY

DEFINITION

WorkSafeBC's Occupational Health and Safety Regulation defines working alone or in isolation as:

"Working in circumstances where assistance would not be readily available to the worker in case of an emergency or in case the worker is injured or in ill health."

PROCEDURES

1. Employer Responsibilities

Whenever a worker is required to work alone, CISKD shall:

- a. Conduct an assessment that is reasonable in the circumstances to identify, assess, and reasonably eliminate any existing or potential risks or hazards that may arise from conditions or circumstances of lone work, with consideration to (but not limited to):
 - i. The amount of time workers can expect to be working alone
 - ii. The time of day/night (and/or hours) a worker can expect to work alone
 - iii. Whether the worker has safe and appropriate access to the worksite
 - iv. Whether the worksite is arranged to allow the safe movement of people, equipment, and materials
 - v. Whether the worker will have access to first aid equipment in the workplace
 - vi. Whether the worker has access to any safety equipment and is trained on how to use it
 - vii. Communication between the worker and management/employer is available while working alone
 - viii. Access to 911, Fire, and other Emergency Services while working alone
 - ix. Fire extinguisher on hand
 - x. First aid kit on hand
- b. In the case of an emergency, ensure that an effective means of communication has been established between the worker and designated contact person.
- c. Establish and implement a written procedure for checking the well-being of a worker assigned to work alone or in isolation.



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- d. Ensure the procedure includes the time interval between checks and the procedure to follow if the worker cannot be contacted, including emergency rescue provisions.
- e. Designate a person, or contract service provider, at the discretion of the local school Principal, to establish contact with the worker at predetermined intervals, with results recorded.
- f. Ensure a check is completed at the end of each work shift.
- g. Provide sufficient training and education to workers before working alone, and to those responsible for check-ins.
- h. Implement a Violence Prevention Program to protect workers from risks when working alone and/or late-night hours.
- i. Where applicable, implement procedures to ensure worker safety when handling money.
- j. When a worker is assigned late-night hours (11:00 p.m. – 6:00 a.m.), ensure limited access to the premises and/or physical separation from the public by a locked barrier.
- k. Maintain detailed records of training, equipment, and procedures.
- l. Review all policies, procedures, and programs annually or more frequently as needed.

2. Employee Responsibilities

Employees working alone or in isolation shall:

- a. Participate in risk/hazard assessments and provide feedback
- b. Report the hours they will be working alone to the principal or designated supervisor
- c. Follow established procedures, including check-in/check-out requirements
- d. Follow all health and safety rules and expectations
- e. Maintain regular contact with the designated check-in person
- f. Immediately report any health and safety incident to the employer and emergency authorities if required
- g. Conduct themselves professionally and respectfully in all communications
- h. Ensure all devices are set up according to CISKD specifications
- i. Protect confidential information using appropriate security measures and report breaches
- j. Maintain all school/CISKD property and report any damage, loss, or theft

3. Check-In Procedure

To ensure the well-being of employees working alone, the Principal or designate will:



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- i. Develop a daily work plan outlining location and duration of lone work
- ii. Ensure communication devices are readily available
- iii. Define proper check-in intervals:
 - Employees must check in at regular intervals as specified in the work schedule, either visually or via approved communication
- iv. Maintain a written log of all check-ins
- v. Assign a primary and backup contact person
- vi. Establish a code word for emergency situations
- vii. Create an emergency action plan if a worker fails to check in

Travel Alone

CISKD will provide safeguards for employees required to travel alone for work-related activities:

- a. Employees must follow Check-In Procedures while traveling
- b. A travel plan must include destination, timelines, contact information, transportation mode, and contingencies
- c. Employees must be trained to assess and avoid risks
- e. Failure to comply with this policy may result in disciplinary action

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