

**OLDS COLLEGE
POLICIES AND PROCEDURES MANUAL**

CATEGORY: C. Human Resources

SUBJECT: Working Alone Policy

POLICY NUMBER: C17

APPROVALS: **New/Revision**

Board of Governors (Policy Approval)	Academic Council	Academic Coordinating Committee	Human Resources, Finance & Facilities	Executive Committee (Authority)
Date: 02/03/25	Date:	Date:	Date: 02/03/11	Date:

POLICY STATEMENT

Olds College strives to protect the health and safety of the College community. Therefore, Olds College has developed a comprehensive policy to ensure employees, students and contractors who must work alone may do so safely. This policy is consistent with the requirements of the Occupational Health and Safety Act.

DEFINITIONS

A worker is defined in the legislation as any person engaged in an occupation. The legislation defines students as workers when they are exposed to hazards normally associated with workplace settings or with on-the- job work experience opportunities. Examples of workplace settings at Olds College include situations in which students are using machinery, woodworking, landscape gardening, are in laboratory settings or food and meat production areas, are attending trade fairs, etc.

The work site is defined by legislation as, where a worker is. Therefore the work site may include a vehicle or mobile equipment.

Workers are considered to be working alone where assistance is not readily available in the event of an injury, illness or emergency. Whenever there is no visual contact between workers, the worker is considered to be working alone. The legislation identifies the following five main categories of work sites where workers may be at risk:

1. Workers who handle cash.
2. Workers who travel away from the campus to meet clients.
3. Workers who do hazardous work and have no regular interaction with any other workers.
4. Workers who travel alone and have no regular interaction with the public.
5. Workers who are at risk because their work is isolated from public view.

PROCEDURE

1. Management and Academic Staff Members must identify situations in which workers and contractors are required to work alone. Reviewing job descriptions, physical job demands analysis, departmental hazard assessments and accident investigation reports will assist in identifying potential hazards.
2. Workers and contractors, who work alone, will complete a hazard assessment as outlined by the legislation, in consultation with their manager, supervisor or instructor. A hazard is defined as a condition where potential exists for injury to personnel, damage to equipment or structures, loss of material or reduced ability to perform a desired function. Some factors that should be reviewed in assessing a hazard where staff are working alone include factors that increase the risk of violence, factors that increase the risk of occupational injury, and the effectiveness of existing safety measures. A new hazard assessment is to be completed when the circumstance(s) of the working alone situation changes.
3. Managers, supervisors, instructors, contractors and workers need to identify measures or actions that are required to control the hazards.
4. Where strategies cannot prevent people from working alone, a communication system will be developed. The strategy will include a procedure for those individuals who do not report as specified. The written strategies should be kept in the departments and a copy sent to the Manager of Human Resources.
5. Olds College will train and educate its staff members who work alone to assist them to perform their jobs safely. Safety training will include an orientation and on-the-job training provided by the department. The Health and Wellness Coordinator provides WHMIS training in accordance with the Policy. Formal training will be provided by the College or external agencies, as appropriate.

COMMUNICATION SYSTEMS

- A means of communication is always required for individuals who work alone.
1. Effective communication systems identified in the legislation include radio, telephone, personal alarms or other electronic communication.
 2. When the effective means of communication as indicated above is not practical, the manager, supervisor, and /or instructor will determine with the worker or contractor a contact system appropriate to the identified hazard. Examples could include visiting the individual, arranging to have the individual contact a designated person at appropriate intervals, etc.

TRAINING

Those individuals working alone must have the appropriate training for the identified hazards.

1. Training will include providing workers with a safety checklist to assist them to identify and anticipate their own hazards.
2. Individuals who perform hazardous work will be provided written safe work procedures by the supervisor. Safe work procedures are kept in the department and by the Coordinator of Health and Wellness Services. All equipment must be used as intended, according to the manufacturer's specification and as set out in the safe work procedure. All equipment must be maintained in good working order. All requirements of the Occupational Health and Safety Act must be complied with including WHMIS.
3. Olds College will allow sufficient time for individuals to travel alone on long trips. Vehicles will be well maintained to prevent workers' being at risk. Appropriate first aid and emergency supplies will be provided. These workers should be trained in methods of notifying Olds College when the needs arise. Travel plans may assist in allowing managers to determine the safety of the workers.
4. Individuals who may be at risk of violence because they work alone may need training in the use of different communication equipment and/or how to behave when confronted with an intruder. The employee will work with the supervisor to identify the potential situation, options for its resolution and the supervisor will arrange for appropriate training, as required.
5. Those individuals working alone and with cash will receive training in violence prevention procedures for robbery. This will include cashiers in Client Services, Campus Life and College Business Services.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

Manager, Human Resources. This policy will be reviewed whenever changes are warranted and at least every 5 years.

Department	Issue	Proposed Control
Client Services	<p>Client Service Officers travel alone.</p> <p>Location of cash register may be an issue.</p>	<p>Maintain a first aid and an emergency kit in the vehicle. Require them to call in at scheduled times to indicate that they have arrived at their destination. The department has 3 cellular telephones available for the Client Service Officers use. Require them to call to advise any change in schedule and/or route. There is a training requirement.</p>
Marketing & Communications	<p>All Staff may be in areas on campus alone to take pictures, set up an event, etc.</p>	<p>Ensure that a co-worker is aware of where the staff member is going and when he/she anticipates he/she will be back.</p>
Human Resources	<p>Disgruntled staff or applicants who may come to the Human Resources office.</p>	<p>Ensure staff is aware of procedures to notify Campus Security.</p>
Business Services	<p>Location of cash register may be an issue in both the Bookstore and in College Business Services.</p>	<p>There is a training requirement.</p>
Campus Life	<p>Location of cash register may be an issue.</p> <p>The Residence Life Officer is on 24- hour call and works a shift outside of normal business hours.</p> <p>Staff of the Fitness Centre may work alone and they have cash on their premises.</p> <p>The Coordinator, Health & Wellness and the Counsellor may have difficult situations with staff and/or students.</p> <p>Campus Security and Chartwells are on-site contractors and may have staff in situations where they are working alone.</p>	<p>There is a training requirement.</p> <p>The Residence Life Officer has a cellular telephone.</p> <p>Staff of the Fitness Centre has access to a telephone in their area. Other staff members including Campus Security are in the building.</p> <p>Ensure these staff members have access to assistance by phone, radio or physical location.</p> <p>Request a copy of their policy for the College's files.</p>
Library	<p>Staff work outside of normal business hours.</p> <p>There may be cash on the premises.</p>	<p>An escort to their vehicles should be made available to staff and students leaving the Library after dark.</p>

Department	Issue	Proposed Control
Campus Facilities	<p>Trades people work at sites alone during normal business hours.</p> <p>Trades people work at sites alone after normal business hours.</p> <p>Grounds staff work at sites alone during normal business hours.</p> <p>Caretaking staff work at sites alone during normal business hours.</p> <p>Caretaking staff work at sites alone after normal business hours.</p>	<p>Ensure that a co-worker is aware of where the staff member is going and when he/she anticipates he/she will be back. Staff attend regular breaks and many have radios.</p> <p>Staff should be required to advise Campus Security when they are on campus, their location, the nature of their work and when they are leaving campus.</p> <p>Ensure that a co-worker is aware of where the staff member is going and when he/she anticipates he/she will be back.</p> <p>Ensure that a co-worker is aware of where the staff member is going and when he/she anticipates he/she will be back. Staff attend regular breaks and many have radios.</p> <p>Ensure that a co-worker is aware of where the staff member is going and when he/she anticipates he/she will be back. Campus Security is aware of the location of the Caretakers. Staff attend regular breaks and many have radios.</p>
Information Systems	<p>Staff working alone in buildings on campus, particularly in wiring closets.</p>	<p>Staff carry cellular phones with them and are to advise the person working at the Help Desk where they are going and when they anticipate returning. The department has scheduled breaks at 10:00 a.m. and 3:00 p.m.</p>
Ag. Production, Business & Animal Science	<p>Staff and students working alone in areas where there is heavy equipment, livestock, etc.</p>	<p>Neither staff nor students should be working alone in these areas or with this equipment. They should have a partner with them. In some instances, students should not be allowed to be using equipment unless an Instructor or Instructional Assistant is present. Students doing chores should have access to a telephone or a radio. Campus Security should be advised they are on campus and when they are leaving campus.</p>

Department	Issue	Proposed Control
Ag. Technology & College Accessing	Staff and students working alone in areas where there is heavy equipment, saws, etc.	Neither staff nor students should be working alone in these areas or with this equipment. They should have a partner with them. In some instances, students should not be allowed to be using equipment unless an Instructor or Instructional Assistant is present. Students doing chores should have access to a telephone or a radio. Campus Security should be advised they are on campus and when they are leaving campus.
Land, Environmental and Horticultural Sciences	Staff and students working alone in areas where there is heavy equipment, etc.	Neither staff nor students should be working alone in these areas or with this equipment. They should have a partner with them. In some instances, students should not be allowed to be using equipment unless an Instructor or Instructional Assistant is present. Students doing chores should have access to a telephone or a radio. Campus Security should be advised they are on campus and when they are leaving campus.
All Academic Departments	Student Monitors may encounter difficult situations with other students who are accessing the building.	Provide access to a telephone or radio.
All Departments with Staff Travelling Internationally	Staff travelling internationally for College business.	Maintain at the College an itinerary including the names and phone numbers of hotels at which staff will be staying and of the institutions with which they will be working. Maintain at the College a list of individuals to contact in case of an emergency. Require staff to advise of any changes to the itinerary.
All Departments/Staff	All staff working after 7:00 p.m. and/or on weekends.	Advise Campus Security they are on campus, their location and call to advise when leaving campus. Staff working regularly scheduled overtime on weekends or in the evenings may provide a schedule indicating their location on campus to Campus Security.

Department	Issue	Proposed Control
All Departments/Staff	Staff driving alone to off-campus courses, business meetings, etc.	<p>Maintain a first aid and an emergency kit in the vehicle. Require staff to call in at scheduled times to indicate that they have arrived at their destination.</p> <p>Maintain a first aid and an emergency kit in the vehicle. Encourage staff to call in to indicate that they have arrived at their destination, especially if there are inclement weather conditions.</p> <p>Encourage staff to call in advise any change in schedule and/or route especially in situations of inclement weather, etc.</p> <p>Encourage staff to exercise common sense when planning travel or driving after having worked all day, in poor weather conditions, etc. In accordance with the Travel Expense Policy, the College will reimburse extra costs incurred where safety may be an issue.</p>