

CALGARY SCIENCE SCHOOL SOCIETY

Policy Title: **Working Alone**

Policy No. **8.02**

Legal Reference: Occupational Health and Safety Act

RATIONALE: The Board recognizes the need for ensuring the safety of employees working alone at the school site.

POLICY: All staff shall adhere to principles and procedures designed to provide optimum safety when working on school premises outside of regular hours.

PRINCIPLES:

1. At times individual employees may attend to school related work on-site when no other employees are present.
2. When working alone, an employee must be able to reach assistance in the event of an injury, threat or other emergency.

First Reading April 22, 2008

Adopted May 20, 2008

PROCEDURES

1. An appropriate intrusion security alarm system shall be maintained on the school building.
2. An employee arriving at the building outside of normal school hours is to sign in upon arrival and out upon exiting.
3. Another adult residing off-site is to be informed of approximate arrival and departure times for the on-site employee. Contact information for school administration will be provided to all employees so it can be shared with those people who would be notified by the employee of arrival and departure times. Providing this contact information will enable those off-site adults to contact school administration who have access to the school building at all hours.
4. The employee must have a readily accessible means of contacting help in the event of an emergency; i.e. a telephone with an outside line, a personal cell phone, etc.