



Working Alone SOP

| <u>Button 1</u> Safety Buddy | Assigned Phone # | Address | <u>Button 1</u> Safety Buddy | <u>Button 2</u> Supervisor | <u>Button 3</u> Alarm Runner | <u>Button 4</u> | Shift | |
|---------------------------------|---------------------|----------------------|---------------------------------|-------------------------------|---------------------------------|-----------------|----------------|-----------------|
| Rosedale Middle | 604 798 1713 | 50850 Yale Road | School District Office | Roy Paul 604 991 0370 | 604 795 5510 | | 2:30 - 11 pm | |
| A.D.Rundle Middle | 604 798 1715 | 45660 Hocking Ave. | Bernard Elementary | | | | 2:30 - 11 pm | |
| Bernard Elementary | 604 798 1719 | 45465 Bernard Ave. | A.D.Rundle Middle | | | | 2:30 - 11 pm | |
| Central Elementary | 604 798 1720 | 9435 Young Road N | McCammon Elem. | | | | 2:30 - 11 pm | |
| Little Mountain Elem. | 604 798 1721 | 9900 Carleton St. | Strathcona Elem. | | | | 2:30 - 11 pm | |
| McCammon Elementary | 604 798 3511 | 9601 Hamilton Street | Central Elementary | | | | 2:30 - 11 pm | |
| Promontory Heights Elem. | 604 798 4097 | 46200 Stone View Dr. | Vedder Elementary | | | | 2:30 - 11 pm | |
| Sardis Elementary | 604 798 5632 | 45775 Manuel Road | Unsworth Elementary | | | | 2:30 - 11 pm | |
| Strathcona Elementary | 604 798 6348 | 46375 Strathcona Rd. | Little Mountain Elem. | | | | 2:30 - 11 pm | |
| Unsworth Elementary | 604 798 6431 | 5685 Unsworth Road | Sardis Elementary | | | | 2:30 - 11 pm | |
| Vedder Elementary | 604 798 6513 | 45850 Promontory Rd. | Promontory Heights Elem. | | | | 2:30 - 11 pm | |
| Watson Elementary | 604 798 6721 | 45305 Watson Road | Yarrow Elementary | | | | 2:30 - 11 pm | |
| Yarrow Elementary | 604 798 7293 | 4605 Wilson Road | Watson Elementary | | | | 2:30 - 11 pm | |
| Maintenance Department | 604 798 7294 | 44877 Yale Road | School District Office | | | | Kipp Centre | 2:30 - 11 pm |
| School District Office | 604 798 7295 | 8439 Cessna Drive | Maintenance Depart | | | | RMS | 2:30 - 11 pm |
| Kipp Centre | 604 798 7297 | 46370 Portage Avenue | Maintenance Dept | | | | | 12 noon-8:30 pm |



WORKING ALONE

Special Operating Procedure

It has been identified that the nature of the activities involved in custodial work (working from ladders, lifting requirements, risk of violence, working with chemical cleaners, falling from same level and electrical shock) present a risk of disabling injury if the employee may not be able to secure assistance in the event of injury or other misfortune. The following procedure applies to custodians who work alone for all or a portion of their shift outside of normal operating hours.

Safe Working Arrangements

- Custodians are not permitted to access school roofs at anytime when working alone. Any work involving access to a roof shall be completed when two persons are present.
- Protective eyewear must be used where there is a risk of eye injury.
- Portable ladders must be used for overhead work
- Proper slip-resistant footwear must be worn (No thongs or open toed shoes).
- Exterior doors must be secured after hours when working alone.
- Electrical cords must be grounded.
- All instructions found in the equipment operating manuals will be followed at all times.

Securing Assistance

- ✚ The safety phones are not for general use but provided to each of the locations mentioned as a way of staying in contact with your Safety Buddy.
- ✚ The safety phone is to be worn on your person at all times during your shift.
- ✚ Checking the well being of your Safety Buddy will occur (minimum) three times in a shift. First Half/Second Half and prior to leaving the facility to go home.
- ✚ If you are unable to contact your Safety Buddy on your first attempt wait for a period of fifteen minutes and then attempt contact again, a second failure, call the supervisor immediately. A site visit will result.
- ✚ If locking up of the facility has not been completed prior to the Head Custodian going home you are to call your Safety Buddy advise him/her that you are conducting an outside perimeter check and will call him/her to confirm your well being.
- ✚ You must document each contact on the Working Alone log sheet provided.

Phones General

- ✚ You are not to give the phone number out at any time.
- ✚ Phones are to remain on site for use by relief custodian staff.
- ✚ Phones are to be kept charged and in a safe place when not on your person.
- ✚ Kipp Centre one call at 4 p.m. and one prior to going home 7:50 p.m.
- ✚ Some phones have more than one Safety Buddy to allow for various shifts.



Part 4 General Conditions

Working Alone or In Isolation

4.21 Procedures

- (1) The employer must develop and implement a written procedure for checking the well-being of a worker assigned to work **alone** or in isolation under conditions which present a risk of disabling injury, if the worker might not be able to secure assistance in the event of injury or other misfortune.
- (2) The procedure for checking a worker's well-being must include the time interval between checks and the procedure to follow in case the worker cannot be contacted, including provisions for emergency rescue.
- (3) A person must be designated to establish contact with the worker at predetermined intervals and the results must be recorded by the person.
- (4) In addition to checks at regular intervals, a check at the end of the work shift must be done.
- (5) The procedure for checking a worker's well-being, including time intervals between the checks, must be developed in consultation with the joint committee or the worker health and safety representative, as applicable.
- (6) Time intervals for checking a worker's well-being must be developed in consultation with the worker assigned to work **alone** or in isolation.

Note: High risk activities require shorter time intervals between checks. The preferred method for checking is visual or two-way voice contact, but where such a system is not practicable, a one-way system which allows the worker to call or signal for help and which will send a call for help if the worker does not reset the device after a predetermined interval is acceptable.

4.22 Training

A worker required to work in the circumstances described in section 4.21(1) and any person assigned to check on the worker must be trained in the written procedure for checking the worker's well-being.

4.23 Annual review

The procedure and system for checking a worker's well-being must be reviewed at least annually, or more frequently if there is a change in work arrangements which could adversely affect a worker's well-being or a report that the system is not **working** effectively.



Safety Call Log

Month _____ Year _____

Site Name _____

| Date | 1 st Call Time | 2 nd Call Time | 3 rd Call Time | 4 th Call Time | 5 th Call Time | 6 th Call Time | 7 th Call Time | 8 th Call Time |
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*Checking on your Safety Buddy will occur a
Minimum of 3 X per shift.