

BISHOP'S UNIVERSITY WORK-ALONE PROCEDURE

JHSC Revised Date: JHSC, November 18th, 2013

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I. Purpose

The purpose of this procedure is to reaffirm Bishop's University's commitment to providing a safe and healthy work environment for its employees and the community. Security, managers, co-workers, qualified first aiders, etc. are readily accessible during normal working hours, but may not be readily accessible after hours, on weekends, or in isolated areas of the campus where the working conditions or circumstances may present foreseeable personal safety risks.

Working alone or in isolation can increase the risk to health and safety of students, staff and faculty. To take the necessary steps to identify potential hazards in working alone or in isolation situations, and to eliminate or reduce the risks from the hazards, supervisors must review regularly all workplaces under their jurisdiction. As a result the following general practices have been developed and implemented.

II. Definitions

Formal Working Hours

Formal working hours of the University, namely Monday through Friday from 8:30 a.m. to 6:00 p.m. excluding any statutory holiday, when the University is considered "closed".

After Hours

Monday through Friday between 10:00 pm and 7:30 a.m. and weekends.

Working Alone

Those work situations where an employee is not directly supervised and, in the event of critical injury, health impairment, victimization, or other foreseeable serious emergency, assistance is not readily available. This would also apply if another individual is not nearby or within shouting distance.

Buddy System

A system of organizing work so that the worker can always be seen or heard by at least one other worker. In addition, the buddy system must include periodic checking of the person's safety.

III. Working Alone

Each department will be required to develop a work alone standard operating procedure (SOP) for individuals who work after hours alone.

IV. Responsibility

The *Loi sur la santé et sécurité du travail (LSST Article 51)* places the primary responsibility on the employer for ensuring the well-being of employees under their supervision and direction. Therefore, frontline management in consultation with employees must determine the risk level of the work and the frequency and method of verifying the health and safety status of the worker when working alone. Frontline management must make every reasonable effort to ensure compliance by the worker.

Employer

It is the Employer's responsibility to evaluate work assignments on a case-by-case basis, considering the following:

- Any regulation, code or existing policy that prohibits a person from working alone;
- Tasks and associated hazards involved in the work being assessed; the manager should complete, along with the employee, a hazard assessment.
- Potential consequences resulting from the worst case scenario;
- Personal safety issues including but not limited to physical disabilities or medical conditions;
- Probability of other people being in the area if emergency assistance is required;
- Security of the work area.

Employee

It is the employee's responsibility to:

- Participate in the evaluation of the risks associated with the work and the work environment;
- Follow any procedures outlined in a Standard Operating Procedure (SOP) implemented for protection;
- Work in the safest possible manner at all times;
- Periodically verify the health and safety status of any other worker(s) if participating in the buddy system;
- Determine who will act as a buddy, should the buddy system be required, and ensure that the buddy is available as agreed.
- Be familiar with basic emergency procedures and protocols.

V. Hazard Assessment - Classification System for Assessing Hazardous Areas

If an individual supervisor or worker has difficulty determining a hazard level or has other concerns with respect to this, the Health and Safety coordinator or a Joint Health and Safety Committee member should be contacted.

Hazard Level 1

There is minimal hazard with respect to the activity and the work environment.

Examples include, but are not limited to, general office work, computer work, etc.

Note: It is best practice to use an effective buddy system under certain circumstances. It is also recommended that the buddy check on his/her co-worker a minimum of once every hour. Ensure a means of communication is available in the event of an emergency.

Hazard Level 2

Some minor hazard(s) exist in the activity and/or the work environment, but the risk is decreased by the control measures in place.

Examples include, but are not limited to, janitorial or custodian duties, laboratory, theatre, or studio work with minimal risk, working with risk population.

Note: It is best practice to use an effective buddy system under certain circumstances. It is also recommended that the buddy check on his/her co-worker a minimum of once every hour. Ensure a means of communication is available in the event of an emergency.

Hazard Level 3

There is considerable hazard in the activity and/or the work environment, but the risk is minimized by multiple effective control measures.

Examples include, but are not limited to, working at heights, with electricity, with hazardous substances or materials, with materials at high pressure, or with high risk populations

Note: Work may be performed only when another person with knowledge of the work, its hazards, and proper emergency response procedures is within shouting distance or a check in system is being used.

Hazard Level 4

There is considerable hazard in the activity and/or the work environment, and the risk is not minimized by multiple control measures.

Examples include, but not limited to, conducting repairs and maintenance to heavy equipment, confined spaces work, working with extremely hazardous material.

Working alone is not permitted in these circumstances.

VI. General Operating Procedures

General operating procedures for employees working alone.

- Ensure that you **always** carry a Bishop's University ID card.
- Know the hazard level for the work you will need to accomplish.
- Before working alone off hours or in isolation, **IT IS YOUR OBLIGATION TO ALERT** your supervisor or Security at extension 2711 **BEFORE** and **AFTER** beginning your work.
- Always check with your supervisor if specific procedures require a buddy system.

General operating procedures for students working after hours.

Student access to laboratories.

It is forbidden to work in laboratories without permission. Access to the laboratory is restricted to authorized individuals and as planned by the schedule. Access to these areas after class hours is only provided to students who have been demonstrating competence, technical skill, and knowledge of health and safety and emergency issues pertinent to the area they are working in.

Unless otherwise specified, the laboratory room is accessible only 30 minutes before the start of a class. Visits outside scheduled hours must be in agreement with the department chair, laboratory supervisor or technician or during hours set up with student monitors.

- Students who wish to work after normal work hours, on evenings and on weekends, have to get the written permission of the instructor;
- Prior to start working, the student has to sign in with Campus security by phone, providing his name, student number and by informing them how long he will be working.
- In the case that a student is working alone, he will have to call security every hour. In addition, he also has to sign out with security when he is leaving.
- If there are at least two students working together in the same lab, then the hourly phone call is not necessary. However both students have to sign in and out.
- Students who are working in the studio on evenings and weekends, have to make sure that they clean up their work area, put chairs back on tables and, shutting of lights and locking the door before they leave.

Student access to the Studios, Bandeen Hall, Theatres

Access to these areas after class hours is only provided to students who have been demonstrating competence, technical skill, and knowledge of health and safety and emergency issues pertinent to the area they are working in.

The following procedure is intended to provide an additional level of safety and security for the University and its students.

- Students who wish to work after normal work hours, on evenings and on weekends, have to get the written permission of the instructor;
- Prior to start working, the student has to sign in with the Campus security by phone, providing his name, student number and by informing them how long he will be working.
- In the case that a student is working alone, he will have to call security every hour. In addition, he also has to sign out with security when he is leaving.
- If there are at least two students working together in the same studio, then the hourly phone call is not necessary. However both students have to sign in and out.

Student Monitors

Student Monitors for after-hours is an option for providing students with a paid supervisor for off-hours access. Student Monitors represent the interests of the departments they serve and the safety and well-being of all those who study and work there during the monitor's shift. Any abusive or threatening behavior directed towards the monitors will be documented and directed to appropriate administrative body for immediate action against the offending party.

Basic Student Monitor Responsibilities:

- Open, close and maintain a presence in the work area for students. (Access is worked out by department and is granted during agreed monitor work hours.)
- Tour regularly between work areas letting students know where they can find the monitor.
- Ensure that all users have been approved for access if required.
- Ensure that all users have signed in and out if required.
- Provide basic assistance where appropriate. Monitors are not expected or required to offer technical assistance to students or faculty
- Respond to emergencies by calling security at x 2711.
- Report problems (theft, vandalism, safety, etc.).
- Ensure health and safety procedures and play an active role in the provision of a safe and secure environment for all members of the Bishop's community and its facilities.