



Faculty of Education

Working Alone/After Office Hours Procedure (Jan 14, 2018)

Purpose of this Document

The Faculty acknowledges that personal safety is a joint responsibility between the institution and individual faculty, staff and students. To this end, the purpose of this document is to:

- (1) align the Faculty of Education's Working Alone/After Office Hours Procedure with the University of Manitoba's Working Alone Procedure (http://umanitoba.ca/admin/governance/governing_documents/staff/839.html) and in accordance with the Government of Manitoba's legislation [See Appendix A];
- (2) identify the risks arising from the conditions and circumstances of a worker's working alone; and
- (3) ensure that reasonable steps are taken to minimize the identified risks to faculty and staff in the Education Building.

Building Overview

The Education Building consists of offices, classrooms, lecture theatres, conference/seminar rooms, labs, studios and a cafeteria called the Hard Chalk Cafe.

Risk Assessment

Hazard levels are classified as low, medium or high. While working alone, only low and medium hazard tasks are approved to be undertaken by Education staff. Should high hazard work need to be undertaken (e.g. working with chemicals in Science labs, operating the kiln, etc.) faculty, staff and students will require specific training and a second person will be needed on site to assist. High hazard work is **NOT** to be conducted when working alone.

According to 2.3.4 of the U of M's Working Alone procedure, "workers shall advise their supervisor when they plan to work alone or in isolation and shall conduct their work in accordance with safe work procedures." The table outlines a variety of activities with associated risks, potential hazards and recommended actions.

ACTIVITY	RISK LEVEL	POTENTIAL HAZARDS	RECOMMENDED ACTIONS
<ul style="list-style-type: none"> Meeting with a student or co-worker 	Medium	Student or co-worker in crisis; or risk of violence or harassment	<p>When planning to meet alone with an individual after office hours, e-mail or call a designated contact person (e.g. colleague, family member, friend or supervisor) to inform them of your planned arrival and departure times. If you decide to step out for a while, let your contact know when you leave and when you return.</p> <p>If you anticipate that the situation could be potentially volatile, ask a colleague to stay in the vicinity and leave the door to your office partially open. If the colleague notices that there is something atypical occurring in your office, they can knock on the door and check to see if help is needed.</p> <p>If possible, meet in a more public area (e.g. Hard Chalk Café, open classroom, University Centre).</p> <p>Consult and keep handy the Faculty Handout, "What should I do? Dealing with Difficult/Disruptive Student Behaviour".</p> <p>Keep a directory of phone contacts handy: Security Services 474-9312 WRHA Mobile Crisis Unit 204-940-1781 (24 hours) Klinik Sexual Assault Crisis Line 204-786-8631 (24 hours) Klinik Manitoba Suicide Line 204-786-8686 (24 hours)</p>
<ul style="list-style-type: none"> Monitoring Computer Lab 	Medium	Robbery of cash or equipment	<p>All cash should be locked up in a secure area when students are working alone after office hours.</p> <p>If a robbery is attempted or behavior is suspicious, contact Security Services 474-9341</p>

Communication Resources

The following communication resources are available in office and lab:

- Landline phone
- Chat software (i.e. Cisco Jabber) on office computers
- E-mail

Security Services

U of M Security Services makes 2 -3 scheduled checks of the building per day/night - once during the day and 1-2 times during the evening and night. All officers on these patrols are required to scan codes at various checkpoints during their shifts.

Review of Procedures

Formal review of the above procedures will be conducted as per UM Working Alone Procedures, section 4.0.

Availability and Posting of Procedures This procedure will be posted in the Faculty's mailroom and on the Faculty of Education's website.

Appendix A

MANITOBA REGULATION (M.R.) 217/2006 PART 9

WORKING ALONE OR IN ISOLATION

Application

9.1 This part applies to every workplace where employees work alone or in isolation.

Risk identification

9.2(1) When a worker works alone or in isolation, an employer must identify the risks arising from the conditions and circumstances of the worker's work in consultation with:

- (a) the committee at the workplace;
- (b) the representative at the workplace
- (c) when there is no committee or representative, the workers at the workplace.

9.2(2) An employer must, so far as is reasonably practicable, take steps to eliminate or reduce the identified risks to workers working alone or working in isolation.

Safe work procedures

9.3(1) An employer must:

- (a) develop and implement safe work procedures to eliminate or reduce the identified risks to workers working alone or working in isolation;
- (b) train workers in the safe work procedures
- (c) ensure that workers comply with the safe work procedures

9.3(2) Safe work procedures must include:

- (a) the establishment of an effective communication system that consists of:
 - (i) radio communication
 - (ii) telephone or cellular phone communication
 - (iii) any other means that provides effective communication given the risks involved
- (b) any of the following:
 - (i) a system of regular contact by the employer with the worker working alone or in isolation

- (ii) limitations on or prohibitions of specified activities
- (iii) the establishment of training requirements
- (c) where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions.

9.3(3) An employer must post a copy of the safe work procedures in a conspicuous place at the workplace.

9.3(4) An employer must review and revise the procedures not less than every three years or sooner if circumstances at a workplace change in a way that poses a risk to the safety or health of a worker working alone or in isolation.

Personal first aid kit for worker working alone

Part 5.13 of M.R. 217/2006 states that an employer must ensure a personal first aid kit, that meets the requirements of Schedule B of this part, is provided to a worker who works alone and who does not have ready access to a first aid kit required to be provided under subsection 5.12(1).

RISK IDENTIFICATION

As previously mentioned, subsection 4 (2), clause (b) of The Workplace Safety and Health Act states that every employer shall "provide to all his workers such information, instruction, training, supervision and facilities to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all his workers."

When workers are involved in working alone or in isolation situations, special consideration should be given to the fact that the worker may not be able to secure assistance, in the event of an incident, as readily as when working with a group of co-workers.

Within the context of 'reasonably practicable', both employers and workers have responsibilities and duties to undertake any job function in the safest manner, taking all reasonable care in each circumstance in order to minimize the possibility of an incident.

Risk identification is normally referred to as a Job Hazard Analysis (JHA) or Job Safety Analysis (JSA). Resource Material regarding job hazard analysis as developed by the Canadian Centre for Occupational Safety and Health (CCOHS) is appended.

When assessing the conditions or circumstances under which the worker is required to work alone or in isolation, particular job functions will have inherent hazards associated with them that may be deemed as high risk, low risk or combinations of both. The

degree of risk involved will not eliminate the requirement for developing safe work procedures to minimize these risks.

Examples of work functions that present high risk hazards may include:

- Entering any confined space
- Working with:
 - high energy materials (radioactive, high temperature)
 - toxic gases, liquids, or solids
 - cryogenic (low temperature) materials/processes
 - high pressure systems (high voltage electrical systems)
 - logging industries
 - moving equipment or machinery
- Working in:
 - extreme weather conditions
 - laboratory functions
- Handling or transferring flammable liquids such as in oil and gas industries
- Industries where the job functions may not be hazardous but the work environment may attract criminal victimization (Eg: where cash or goods are handled as in retail stores, taxis, gas stations, etc.)

Examples of work functions that present low risk may include:

- Maintenance (other than on active processing equipment)
- Security personnel (except in hazardous locations)
- Janitorial or custodial (except in hazardous locations)
- Truck drivers or business people in transit
- Office work

SAFE WORK PROCEDURES

The circumstances or conditions under which employees are required to work alone or in isolation must be assessed. Control methods / safe work procedures must be developed (in writing) and implemented to minimize the identified risks.