



POLICY: <p style="text-align: center;">Working Alone or in Isolation</p>		POLICY NUMBER: <p style="text-align: center;">WSH-4</p>
		PREVIOUS/REPLACES: <p style="text-align: center;">Working Alone or in Isolation</p>
APPROVED BY: <p style="text-align: center;">Executive Council</p>	EFFECTIVE DATE AS OF: <p style="text-align: center;">November 14, 2017</p>	PRIOR VERSIONS: <p style="text-align: center;">November 23, 2016</p>

1. Policy Statement:

The Manitoba Institute of Trades and Technology (to be referred to as MITT) is committed to maintaining a safe and healthy work environment. To the greatest extent possible, MITT employees shall endeavor not to work alone or in isolation. However, MITT recognizes that working alone or in isolation in limited circumstances may be a necessary component of some positions. In such instances a working alone or working in isolation plan must be completed by the employee (see Appendix “A”). In all cases working alone or in isolation requires prior approval of the manager. Approval will be based upon operational requirements. In some cases, approval may be granted for the convenience of the staff if the staff have demonstrated due diligence in both the preparation and delivery of performance.

Working alone or in isolation may by its very nature create additional safety and health risks for workers. MITT acknowledges its responsibility under Manitoba Regulation 217/2006, Part 9, of the *Workplace Safety and Health Act*. MITT will ensure so far as is reasonably practical that employees are not required to work alone or in isolation and where operational requirements require such work, MITT will work with employees to protect the safety and health of any individual working alone or in isolation at MITT.

Safe working procedures shall be developed to minimize the risks inherent in working alone or in isolation including a means of securing assistance for employee in the event of an accident or injury.

2. Scope:

This policy applies to all employees of MITT, any person undergoing training or serving an apprenticeship at MITT, and any person employed by another employer working at MITT.

3. Procedure:

3.1 Risk Assessment

- a) Managers will carefully consider the operational need for the work to be performed alone or in isolation and if there are other options to this prior to approval.



- b) All managers and supervisors at MITT are required to consider and address the hazards and risks in jobs where workers are alone or in isolation and that appropriate safe work procedures have been developed and implemented.
- c) Managers and supervisors with employees shall so far as it is reasonably practicable, take steps to eliminate or reduce the identified risks to workers working alone or in isolation.
- d) Some job functions will have inherent hazards associated with them and may be deemed to have a higher risk to workers. Examples of higher risk jobs would include working on equipment or machinery while administrative work would be assessed at a lower risk.

3.2 Notification

All persons who are approved and intend to work alone or in isolation at MITT are responsible to:

- a) Inform their manager or supervisor (in the case of executives notify their executive assistant). This may be required each time a worker is working alone or in isolation depending on the risk of the activity or it may be required on a periodic basis if the work is low risk (e.g., administrative). Managers and supervisors in conjunction with the manager, operations shall determine the appropriate notification requirements;
- b) Complete a working alone or working in isolation plan (see Appendix "A") and update annually or sooner if circumstances change;
- c) Follow all safe work procedures; and
- d) Comply with this policy and procedures.

3.3 Safe Work Procedures

- a) Managers and supervisors, with the employee and in consultation with the Safety & Health Coordinator shall ensure that safe work procedures are developed and implemented. Detailed procedures may vary depending on the risk factor and the type of work being undertaken when working alone or in isolation.
- b) All safe work procedures must include:
 - i. the establishment of an effective communication system that consists of
 - a. radio communication,
 - b. telephone or cellular phone communication, or
 - c. any other means that provides effective communication given the risks involved;
 - ii. any of the following:
 - a. a system of regular contact by the employer with the worker working alone or in isolation,
 - b. limitations on or prohibitions of specified activities,
 - c. the establishment of training requirement; and
 - iii. where applicable, the provision of emergency supplies for use travelling or working under conditions of extreme cold or other inclement weather conditions.



- c) Employees working in high risk jobs shall rarely work alone or in isolation. There may be some activities that involve such a high degree of risk of injury that it is determined that the work activity cannot be performed when the individual is working alone or in isolation. Determination of whether an employee shall be permitted to work alone or in isolation for all higher risk jobs shall be made by the employee's manager in consultation with the Safety & Health Coordinator.

When it is deemed sufficiently safe and necessary to work alone or in isolation, employees shall have continued access to a phone, a cell phone or two-way radio with them, inform their supervisor or manager where they will be, what time they will start and report in when the job is completed and at regular intervals. Any additional internal procedures specific to the function being undertaken while working alone or in isolation must also be adhered to.

- d) Employees, including those in low risk jobs are expected to participate in this planning, to be diligent and to use good judgement and be aware of their surroundings and any potential hazards while working alone or in isolation. Employees are expected to keep emergency telephone numbers accessible and take precaution when working alone or in isolation such as locking doors.
- e) Managers and supervisors shall ensure that workers are trained and comply with safe work procedures.
- f) A first aid kit shall be readily available to any employee who works alone or in isolation.
- g) All workers that will be working alone or in isolation are required to complete a plan (see Appendix "A") with emergency contacts that is to be left with their immediate supervisor, manager, and/or administrative assistant. A copy should also be left at home. It is expected that the worker shall communicate with their designated contact when they will be working alone and approximately when they expect to complete their work. The plan must be revisited and updated annually or earlier if required.
- h) MITT shall have a copy of this policy that is readily accessible to all employees.

4. Administration:

The Associate Vice-President Finance and campus Services is responsible for ensuring that this policy is adhered to.

5. Review:

Procedures of this policy shall be reviewed and revised not less than every three years or sooner if circumstances at MITT change in a way that poses a risk to the health or safety of a worker working alone or in isolation.

This policy will be reviewed by Executive Council every 5 years.



6. Reference:

Workplace, Safety and Health Act

Manitoba Regulation 217/2006 – Workplace Safety and Health Regulation

Manitoba Labour and Immigration Code of Practice for Workers Working Alone or in Isolation

Workplace Safety, Health and Wellness Policy

7. Definitions:

A worker includes:

- a) any person who is in an employment relationship with MITT to perform a service whether for gain or reward, or hope of gain or reward or not;
- b) any person employed by any other employer to perform a service, whether under a contract of employment or not
 - i. who performs work or services for another person for compensation or reward on such terms and conditions that they are, in relation to that person, in a position of economic dependence upon that person more closely resembling the relationship of any employee than that of an independent contractor, and
 - ii. who works or performs services in a workplace which is owned or operated by the person who engages him to perform services.
- c) any person undergoing training or serving an apprenticeship at MITT.

Working alone means the performance of any work function by a worker who

- a) is the only worker at that workplace at any time; and
- b) is not directly supervised by a manager or supervisor at any time.

Working in isolation means working in circumstances where assistance is not readily available in the event of an injury, ill health or emergency.

Workplace means any site, building, office, workshop, laboratory, mobile vehicle or any other premises or location whether indoors or outdoors, in which work for MITT is conducted.



APPENDIX "A"

WORKING ALONE OR WORKING IN ISOLATION PLAN

****Must be completed and signed annually by all MITT workers working alone or in isolation****

EMPLOYEE WORKING ALONE OR IN ISOLATION:

Name: _____

MITT Phone Number: _____

Alternative Phone Number (e.g., cell): _____

Working Location(s): _____

In general terms, jobs tasks to be carried out (e.g., administrative, maintenance, custodial, etc.):

DESIGNATED CONTACT FOR EMPLOYEE:

1. Name of Person: _____ Contact Number: _____

2. Name of Person: _____ Contact Number: _____

EMERGENCY CONTACT NUMBERS AT MITT:

If you do not hear from the worker at the agreed upon time and cannot make contact with them, please contact the following emergency lines.

1. MITT Security and Immediate Assistance Line: 204-989-6666

2. Manager, Operations : 204-232-2517

Signature of Employee

Date