



Building Healthy Minds and Bodies since 1977

4.33 WORKING ALONE POLICY

PURPOSE

To provide, create and promote a safe environment for all Okanagan Gymnastics Centre (OGC) employees who may be required to work alone.

POLICY

OGC will make every reasonable effort to schedule work to minimize any employees working alone. However, there may be certain circumstances in which employees may be required to be the only employee at work. OGC is committed to provide and maintain procedures which will promote a safe and healthy work environment.

Exceptions to this policy may be made only with the approval of the Director of Operations.

PROCEDURE

Where possible, supervisors will make every reasonable effort to minimize the incidence of employees working alone. A person is considered to be "alone at work" when they are on their own; when they cannot be seen or heard by another person; or when they cannot expect a visit from another employee.

Employees need to feel comfortable and safe while working alone and will carry a cell phone with them at all times while on site.

Employees will ensure that all doors are locked while they are alone in the building. The perimeter alarm must be set if the employee will be in the building alone for more than half an hour. The first employee on site for the day is responsible for opening up procedures and the last employee on site is responsible for closing up procedures.

Situations where employees are required to work alone must be identified and examined by the employee and the supervisor. A risk assessment must be completed and any risks identified shall be communicated to all affected employees. Identified risk factors will, where possible, be eliminated.

Any effective means of communication and other security measures shall be made

available to any employee to ensure the lines of communication remain open while working alone.

All incidents, minor or major occurrences must be reported, recorded and assessed.

APPROVED BY OGC BOARD OF DIRECTORS FEBRUARY 21, 2018