

 Policies & Procedures Manual	# Pages: Page 1 of 3	Policy Number: WS-01-02
	Approved by: President's Council	
Section: WORKPLACE SAFETY and HEALTH - GENERAL Title: Working Alone or in Isolation	Effective Date: November 28, 2022	
	Replaces: WS-01-02 (May 17, 2017)	

POLICY STATEMENT

University College of the North (UCN) is committed to promoting a safe work and learning environment for employees and students who are working alone or in isolation.

PURPOSE OF POLICY

This policy outlines UCN's responsibilities for ensuring a safe work and learning environment for all UCN business-related situations where a student or employee is working alone or in isolation. These situations shall be handled in accordance with the procedures outlined in this policy to ensure compliance with the requirements of *Manitoba Regulation 217/2006, Part 9-Workers Working Alone or in Isolation*, adopted under *The Workplace Safety and Health Act*.

RESPONSIBILITIES

1. UCN is responsible for identifying the risks arising from circumstances where a student or employee works alone or in isolation and to take necessary steps to eliminate or reduce identified risks.
2. UCN is responsible for ensuring a job hazard analysis is completed and considers emergency situations where a student or employee is working alone or in isolation. A Job Hazard Analysis identifies hazardous risks to the student or employee and the control measures in place.
3. UCN is responsible for developing, implementing, communicating, and enforcing safe work procedures to eliminate or reduce the identified risks to students or employees working alone or in isolation in consultation with the Workplace Safety and Health Committee.

Accordingly, safe work procedures shall:

- a) be reviewed 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 student or employee working alone or in isolation
- b) establish an effective mode of communication that consists of radio communication, phone communication, video conferencing, or any other means of effective communication given the risks involved;
- c) establish a system of regular communication between the supervisor and the student or employee who is working alone or in isolation;
- d) determine how frequently the employee or student should be monitored given the risks involved;
- e) identify limitations on or prohibitions of specified activities;

- f) identify training requirements;
 - g) where applicable, identify required personal protective equipment (PPE);
 - h) where applicable, identify the provisions of emergency supplies for use in traveling or working under conditions of extreme cold or other inclement weather conditions.
4. UCN is responsible to provide information, instruction, and training to ensure, as far as is reasonably practicable, the safety, health, and welfare of students and employees.
 5. Students and employees are responsible for complying with all applicable Safe Work Procedures that have been developed pursuant to this policy.
 6. UCN shall maintain security services; however, it is the responsibility of the student or employee to ensure that the security guards and/or other UCN personnel are aware of any special working circumstances, to be able to provide assistance in the event of accidents or threats to personal safety.

PROCEDURES

Supervisors are ensuring a safe work and learning environment for all students and employees. Accordingly, supervisors are required to:

- a) review all workplaces under their jurisdiction and identify situations where students or employees may be required to work alone or in isolation, as well as those situations where they may request to work alone or in isolation;
- b) describe conditions under which working alone or in isolation is permitted, indicating which tasks may be performed and which tasks are prohibited;
- c) identify risks to the employee in terms of the nature of their work, isolation, and conditions at the workplace by completing a Job Hazard Analysis.
- d) identify and take necessary steps to eliminate or reduce the identified risks to the student or employee working alone or in isolation;
- e) develop and implement safe work procedures to eliminate or reduce the identified risks to students or employees working alone or in isolation;
- f) provide information, instruction, and training to ensure, as far as is reasonably practicable, the safety, health, and welfare of students and employees. Repeat such training and instruction at prudent intervals;
- g) post a copy of the safe work procedures in a conspicuous place at the workplace, where applicable;
- h) Documentation must be maintained and filed within each department with a copy supplied to the Workplace Safety and Health/Facilities Manager.
- i) provide a copy of this policy to all students and employees who are working alone or in isolation.
- j) Supervisors may consult the Workplace Safety and Health Committee for guidance.

DEFINITIONS

Employee includes any person who is employed by UCN to perform a service, including contract employment.

Student means any person registered in a UCN program or serving an apprenticeship or field placement.

Supervisor refers to any employee who supervises another employee. Students are considered workers under the supervision of faculty members.

UCN Business refers to any organized activity or event related to the work or learning environment at UCN.

UCN Facilities means any UCN-occupied building or grounds either rented or owned, including, classrooms, cafeteria, student housing, lab areas, shops, workshops, structures, vehicles, and any other available space that is under the care of UCN.

Working Alone as defined by the Manitoba Labour and Immigration Workplace Safety and Health Code of Practice, means the performance of any work function by a worker who:

- a) is the only worker for that employer at that workplace at any time;
- b) is not directly supervised by the employer, or another person designated as a supervisor by the employer, at any time.

The definition of working alone indicates that the regulation will apply to virtually all workers who are performing a job function when they are not in the presence of their employer, another person in a supervisory capacity (designated by the same employer), or another worker directly associated with the same employer, at the particular workplace location and during the same time period the working alone job function is being performed.

Working in Isolation as defined by the Manitoba Labour and Immigration Workplace Safety and Health Code of Practice, means working in circumstances where assistance is not readily available in the event of injury, ill health, or emergency.

The definition of working in isolation refers to those persons whose work sometimes or regularly requires them to be at a worksite that is remote from other workers, depending on the physical setup of the facility in question, and in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

NOTE: Many workers may fall into either category of working alone or in isolation. However, in the case of working alone, they may be in contact with workers associated with a different employer or the general public. Such contact does not rule out the concept that the worker is working alone.

RELATED POLICIES

FI-01-14	Vehicle Usage
WS-01-01	Workplace Safety and Health
WS-01-06	Personal Protective Equipment
WS-01-13	Responsibility and Accountability for Safety

RELATED DOCUMENTS

Job Hazard Analysis form
Manitoba Government and General Employees Union Collective Agreement

REFERENCES

Government of Manitoba. The Workplace Safety and Health Act and Regulation.
<https://web2.gov.mb.ca/laws/statutes/ccsm/w210e.php>

Manitoba Labour and Immigration Workplace Safety and Health Code of Practice for Workers Working Alone or in Isolation.
https://www.gov.mb.ca/labour/safety/pdf/cop_work_alone.pdf