

Mayne Island Improvement District Policy Manual

Policy and Procedures for Personnel Working Alone

Policy:

It is the responsibility of the Employer to identify hazards to employees and take appropriate measures to eliminate or minimize the risks to workers. With regard to the safety of all personnel, the Mayne Island Improvement District (MIID) will provide monitored hold-up/panic alarm system(s) to ensure employees working alone shall have means to call for help in accordance with Worksafe BC OH&S regulations.

Procedures:

MIID is concerned for those working alone. For this reason the following procedures should be adhered to and the personnel informed of them at the time of hiring. It is the appropriate manager's responsibility to make these procedures known to anyone working or substituting for them.

- 1) All entrances to building(s) are equipped with locks and doorbells for admission. A person working alone may have the option to work with the entrance doors locked
- 2) When personnel who are working in the building must leave the building, leaving a staff member alone, they shall advise that person.
- 3) When Fire personnel are required to work off site of the MIID premises during late night hours (11pm – 6am) there shall be a minimum of two personnel attending.
- 4) Fire Department personnel working alone, off site of the MIID premises during daytime hours may utilize Fire Dispatch to provide a 10 minute check-in function.
- 5) The Mayne Island Improvement District has made available alarm fobs which are easily accessed by anyone working alone. All staff members will be instructed in their placement and use at the time of initiation of the system and/or the staff member's commencement of employment. That this instruction has been given will be acknowledged by a signed document to that effect.
- 6) The fob when activated will send a call through Price Alarm Systems to alert the Duty Officer of the Mayne Island Fire Department and the RCMP. The Duty Officer will attend the source of the alarm and access the situation but will not be required to intervene in the absence of the RCMP.
- 7) The RCMP to be made aware of the existence of the panic alarm fob system and location address(es) of the system(s).

*First written April 28, 2009
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I have read and acknowledge the procedure and policy for working alone:

Signature

Print Name & Date