



**POLICY:** GBE  
**SUBJECT:** WORKPLACE SAFETY AND HEALTH  
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## **1. GENERAL**

- 1.1 The Winnipeg School Division is committed to the safety and health of all the staff and students as well as all visitors to the facilities of the Division.

## **2. SAFE ENVIRONMENT**

- 2.1 The Winnipeg School Division shall strive to establish an environment for staff, students and visitors which is safe and free from hazards which are likely to cause accidental injury.
- 2.2 The Division shall comply with the requirements of all relevant statutes, regulations and standards of government agencies and other regulatory authorities representing occupational safety and health.
- 2.3 The Division shall give priority to safe working conditions and job practices in the planning, budgeting, direction and implementation of Division activities.
- 2.4 The Division shall develop and implement safety programs appropriate to the Division's operations.

## **3. RESPONSIBILITY**

- 3.1 The Chief Superintendent or designate shall be responsible for the administration of this policy.
- 3.2 Superintendents, Department Directors, School Administrators and Building Managers shall be responsible for the implementation and ongoing administration of this policy in their department, school or building.
- 3.3 Department Directors, School Administrators and Building Managers shall:
- (a) ensure the development and implementation of safety rules and procedures consistent with the work practices of the worksite and the regulations in effect for the Province of Manitoba.
  - (b) ensure regular inspections of their area or building are performed and take action to improve unsafe conditions;
  - (c) ensure that all employees are trained in and follow safety procedures and safe work practices.
  - (d) ensure that the workplace, and all necessary equipment, systems and tools are safe and without risks to safety or health of employees working at the worksite, students and/or visitors.
- 3.4 Supervisors shall:
- (a) ensure regular inspection of their area or building is performed and take action to improve unsafe conditions;
  - (b) ensure that all known hazards and safety concerns are brought to the attention of Department Directors, School Administrators and Building Managers.
- 3.5 Employees shall:
- (a) adhere to all safety rules and procedures associated with the performance of their duties and take an active part in practicing safe work habits;
  - (b) immediately report any accident or injury or unsafe condition to their supervisor;
  - (c) properly use and care for personal safety equipment provided by the Division.



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3.6 The Workplace Safety and Health Officer shall:

- (a) undertake regular inspections of Division facilities and recommend actions to eliminate unsafe conditions in compliance with Safety and Health Regulations;
- (b) support Department Directors, School Administrators and Building Managers in the implementation of the Workplace Safety and Health Policy;
- (c) coordinate the implementation of Workplace Safety and Health Awareness and training programs;
- (d) assist in the preparation, maintenance and submission of data pertaining to accidents, accident prevention, results of examinations and tests;
- (e) investigate and maintain records in connection with the receipt and disposition of concerns and complaints.

**4. COMMUNICATION PLAN**

- 4.1 The Chief Superintendent or designee shall distribute the Workplace Safety and Health Policy to all Senior Administrative Staff, School Administrators and Building Managers;
- 4.2 The Workplace Safety and Health Policy will be posted in locations where it is accessible and visible to all employees, students and visitors;
- 4.3 The Workplace Safety and Health Policy will be provided to all employee groups;
- 4.4 The Workplace Safety and Health Policy will be included in all appropriate orientation sessions, training opportunities and programs.

**5. CONFIDENTIALITY**

- 5.1 Employees shall have a right to submit Safety and Health concerns confidentially to the Workplace Safety and Health Committee/Representative;
- 5.2 Employees shall have the right to submit Safety and Health concerns confidentially to the Workplace Safety and Health Officer.

**6. WORKPLACE SAFETY AND HEALTH COMMITTEE**

6.1 Central Workplace Safety and Health Committee;

- (a) The Division shall maintain a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The Chief Superintendent shall appoint administrative representatives to the committee.
- (c) Employee groups, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.
- (d) The committee, operating within the guidelines of the Workplace Safety and Health Act, shall develop procedures to review and recommend policy, to review accident reports and safety and health concerns and to recommend and develop programs to address areas of concern.



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## 6.2 School/ Building Committees

- (a) The Division shall ensure all schools operating an industrial/vocational arts program, and schools with a consistent student population of five hundred (500) students or more, shall have in place a Workplace Safety and Health Committee comprised of representatives of the administration and representatives of employee groups.
- (b) The school administrator shall represent administration on the school committee;
- (c) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representatives to the committee.

## 6.3 Workplace Safety and Health Representatives

- (a) The Division shall ensure all elementary schools and schools with a consistent student population of less than five hundred (500), shall elect a Workplace Safety and Health Representative.
- (b) Employee groups within the school, as required under the Workplace Safety and Health Act, shall appoint their representative.

## 7. ACCOUNTABILITY

- 7.1 All Winnipeg School Division staff, students and Contractors/Self Employed Persons working on Division property shall be accountable for complying with the Policy and procedures established by the Division.

## 8. PROGRAM AND PROCEDURE MANUAL

- 8.1 The Administration shall develop a Safety and Health Program Procedures manual that all staff shall be required to follow.

## 9. DISCIPLINE

- 9.1 An employee who contravenes the Division Policy or Procedures is subject to Disciplinary action in accordance with Board policy GCP-Discipline and discharge.

## 10. REVIEW

- 10.1 Formal policy reviews will be conducted no less than every three (3) years or sooner if the policy requires revision.



## 1. Divisional Committee

### 1.1 General

- 1.1.1 A joint union management Workplace Safety and Health Committee shall be constituted in accordance with the Workplace Safety and Health Policy and the Provincial Safety and Health Act and Regulations.

### 1.2 Committee Membership

- 1.2.1 The Committee shall be composed of nine members selected as follows:

C.U.P.E. Local 110	1 member appointed by union
Trades	1 member appointed by unions
W.A.N.T.E.	1 member appointed by Association
W.T.A.	3 members appointed by Association
Administration	3 members appointed by Chief Superintendent

- 1.2.2 The Workplace Safety and Health Officer shall attend as an advisor to the Committee.

### 1.3 Committee Operation

- 1.3.1 The Committee shall operate under the principles of consensus.

### 1.4 Committee Organization

- 1.4.1 The Committee shall be permanent and ongoing. Sub-committees may be formed and shall operate under such terms of reference as the Committee determines.

### 1.5 Co-Chair Person

- 1.5.1 The business of the Committee shall be conducted under the guidance and supervision of three co-chairpersons.
- 1.5.2 One co-chairperson shall represent administration and will be appointed by the Chief Superintendent.
- 1.5.3 One co-chairperson shall be selected from the teacher representatives at the committee and another co-chairperson shall be selected from non-teaching representatives at the committee.
- 1.5.4 The three Co-Chairpersons with the assistance of the Workplace Safety and Health Officer shall operate as an executive committee, to establish agenda and deal with emergency situations.

### 1.6 Meetings

- 1.6.1 The Committee's calendar year shall begin September 1 and end August 31 of each year.
- 1.6.2 A regular meeting shall be held once every two months at a time and place designated by the Committee.



1.6.3 An emergency meeting may be called at any time at the discretion of any one of the Co-chairpersons.

## **1.7 Committee Responsibilities**

1.7.1 The duties of the Committees shall include:

- (a) the receipt and review of concerns respecting safety and health issues;
- (b) recommending how safety and health concerns may be resolved. The Committee is not responsible for unsafe or unhealthy situations in the workplace;
- (c) assisting in the identification of safety and health concerns which may affect workers and others in the workplace;
- (d) assisting with the development and promotion of measures to protect the safety and health of persons in the workplace;
- (e) reviewing hazard identification and control reports, inspection reports, emergency procedures and accident investigation reports;
- (f) recommending the development and promotion of programs for education and information regarding safety and health in the workplace.

## **2. BUILDING SAFETY AND HEALTH WORKER REPRESENTATIVE**

### **2.1 Election**

2.1.1 Each Division building shall have one Safety and Health Worker Representative elected from the staff of the building.

2.1.2 The Worker Representative shall not be the School Administrator or building manager.

### **2.2 Duties**

2.2.1 The duties of the building Safety and Health Worker Representative shall include:

- (a) the identification of situations which may be dangerous or hazardous to persons working in or attending the building;
- (b) making recommendations to the school administration or building manager regarding unsafe or unhealthy conditions which may exist in the building;
- (c) reviewing accident reports involving staff and where appropriate making recommendations to assist in prevention or recurrence;
- (d) receiving Safety and Health concerns from fellow workers and processing the concerns in accordance with Division procedures;



- (e) ensuring that minutes of the Committee meetings and other safety and health material are posted or readily available for all building staff.

### **3. CONCERNS**

#### **3.1 Definition**

- 3.1.1 A concern is a situation brought about by a hazard or condition in the physical plant or any equipment or tools an employee utilizes to fulfill their job responsibilities which is, or potentially may, endanger the safety and health of employees working in, or persons attending a Division building.

#### **3.2 Processing of Concerns**

- 3.2.1 When a concern arises which an employee believes is of a safety or health nature, the employee should report the concern to his/her immediate supervisor or school administrator.
- 3.2.2 If the concern is not resolved as a result of the action taken in 3.2.1, the employee may report the concern to the Worker Representative in the building. The Worker Representative will attempt to resolve the concern with the supervisor or school administrator.
- 3.2.3 If the concern is not resolved as a result of the action taken in 3.2.2 the Worker Representative will forward the concern to the Workplace Safety Officer.
- 3.2.4 The Workplace Safety and Health Officer shall investigate and attempt to resolve the concern.
- 3.2.5 If the concern cannot be resolved by the Workplace Safety Officer the Workplace Safety and Health Committee will review the concern and recommend action in an attempt to resolve the concern.

### **4. EDUCATION**

#### **4.1 General**

- 4.1.1 The Committee shall develop or recommend educational programs for Worker Representatives and other workers regarding Health and Safety issues.

#### **4.2 Education Leave**

- 4.2.1 Worker representative members of the Safety and Health Committee shall be allowed educational leave to a maximum of two (2) regular working days for the purpose of attending workplace safety and health training seminars sponsored or approved by the Division or other agency.
- 4.2.2 Members of the Committee or Worker Representatives wishing to take education leave must submit a request in writing to the administration co-chair. The request will be reviewed by the Committee.
- 4.2.3 Upon approval of the request by the Committee the employee must process the request in accordance with the Division's process for granting of short leaves.
- 4.2.4 Educational leave will be granted subject to the exigencies of the service.



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## 5. SAFETY RULES/PROCEDURES

### 5.1 General

- 5.1.1 Each School Administrator or Building Manager shall be responsible for the development of safety rules and procedures consistent with the work practices of the work site and the regulations in effect for the Province of Manitoba.
- 5.1.2 School Administrators and Building Managers will ensure that the workplace, and all necessary equipment, systems and tools are safe and without risks to safety or health of employees working at the worksite, students and/or visitors.
- 5.1.3 Each Superintendent or Department Director will ensure that all workers and supervisors, forepersons, chargehands, or similar persons are acquainted with safety or health hazards which may be encountered by employees or people attending the work site and that all employees or persons attending the work site are familiar with the use of all devices or equipment provided for their protection.

### 5.2 Employee Responsibilities

- 5.2.1 All employees working in or persons attending a Division building shall take reasonable care to protect their own safety and health and the safety and health of others who may be affected by their acts or omissions.
- 5.2.2 All employees, at all times, when the nature of the worksite or the nature of the work requires, shall observe all safety rules/procedures, use all devices and wear all articles of clothing and personal protective equipment provided by the Division or required to be used and worn by any regulation which applies to the work practice.
- 5.2.3 Employees who do not observe the safety rules or procedures established for their worksite or do not wear protective clothing or devices required to be worn by their work practices shall be subject to discipline in accordance with the Discipline and Discharge Policy GCP.
- 5.2.4 Where employees are required to supply clothing or personal protective devices, the Division may reimburse the employee for the cost of such clothing or personal protective device in accordance with collective agreement provisions.

## 6. WORKPLACE INSPECTIONS

### 6.1 General

- 6.1.1 Each School Administrator or Building Manager shall ensure a system of conducting safety inspections is established.

### 6.2 Frequency

- 6.2.1 The frequency of inspections will vary according to the severity of the hazards at each worksite.
- 6.2.2 The frequency of inspections will be established by the Building Manager or School Administrator in consultation with the Workplace Safety and Health Officer.



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### 6.3 Inspections

- 6.3.1 Inspections shall identify unsafe conditions, unsafe habits, health hazards and compliance with safety rules/procedures and government regulations.

### 6.4 Reports

- 6.4.1 Each worksite in consultation with the Workplace Safety and Health Officer shall develop and maintain a checklist and report form for use during inspections.
- 6.4.2 Upon completion of an inspection a completed inspection checklist and report form must be filed with the Superintendent or Department Director and the Workplace Safety and Health Officer.

### 6.5 Action

- 6.5.1 Any concerns or deficiencies identified during inspections should be dealt with as soon as possible.
- 6.5.2 The Workplace Safety and Health Officer shall follow up on all concerns or deficiencies identified during inspections and will report the status of the actions being taken to address the concerns to the Superintendent or Department Director and the Workplace Safety and Health Committee.

## **7. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)**

### 7.1 General

- 7.1.1 The Workplace Hazardous Materials Information Systems is a national system designed to ensure that all employees working in a close proximity to controlled products are properly informed about any hazardous material being used at the worksite.
- 7.1.2 The administration of the Division's WHMIS policy will be handled by the Safety and Health Committee.

### 7.2 Application

- 7.2.1 WHMIS applies to hazardous materials known as controlled products.
- 7.2.2 A Controlled Product is any product that can be included in any of the following six (6) classes as identified in Schedule 2 of the Hazardous Product Act:
- |            |                                     |
|------------|-------------------------------------|
| a) Class A | A compressed gas                    |
| b) Class B | A combustible or flammable material |
| c) Class C | An oxidizing material               |
| d) Class D | A poisonous or infectious material  |
| e) Class E | A corrosive material                |
| f) Class F | A dangerously reactive material     |
- 7.2.3 A material safety data sheet (MSDS), which must accompany products by the supplier/manufacturer, is a technical document which identifies and summarizes the health and safety information available about the product.



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### 7.3 Procedures

- 7.3.1 Building managers or school administrators will ensure that the products are labeled according to legislation and that MSDS's are available for each product present on the worksite.
- 7.3.2 The building manager/school administrator will ensure that products will not be used until the product is properly evaluated, labeled and an MSDS is obtained.
- 7.3.3 MSDS's which are over three (3) years old and are for products still in use must be updated. Updates will be available through the Workplace Safety and Health Officer.
- 7.3.4 A WHMIS binder containing MSDS's and other information regarding products being used on the worksite must be available for access by all staff.
- 7.3.5 The building manager/school administrator is responsible to inform the Workplace Safety and Health Officer if an MSDS for a product is missing.

### 7.4 Purchasing

- 7.4.1 The Purchasing and Stores Department will be responsible to ensure that current MSDS's are received for all products.
- 7.4.2 The Purchasing Department in consultation with the Workplace Safety and Health Officer will be responsible for developing a process to ensure that all products are evaluated prior to purchase and arrival.
- 7.4.3 The Building Manager or School Administrator in consultation with the Workplace Safety and Health Officer will be responsible to ensure that all steps for safe handling, use, and disposal of products are in place.

### 7.5 Emergency Plans

- 7.5.1 Building managers/school administrators shall be responsible for the development of procedures to deal with emergencies or accidental spills of products.
- 7.5.2 The emergency plans shall be included in the WHMIS binders present at the worksite.

## 8. WORK REFUSAL

- 8.1 The Division acknowledges the right of each person to refuse to do work if there is reason to believe that the task assigned or the physical condition of the work place is likely to endanger the employee or another worker.
- 8.2 The Division further acknowledges its responsibility to investigate and remedy the situation where necessary and to educate all employees in the procedure for work refusal.
- 8.3 Where an employee feels there is reason to believe that the task assigned or the physical condition of the work place is likely to endanger the employee or another worker, the employee shall immediately report the situation to his/her supervisor.



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- 8.4 The supervisor shall immediately inform the Workplace Safety and Health Officer of the concern who will inform the Workplace Safety and Health Committee co-chairs.
  - 8.5 The Workplace Safety and Health Officer and a representative of the employee co-chairs will investigate the concern.
  - 8.6 The supervisor and investigative group will attempt to resolve the situation.
  - 8.7 During the investigation the employee shall remain on the job and shall be assigned alternative duties.
  - 8.8 If the investigative group agrees that there is a concern they will proceed to make arrangements to resolve the concern.
  - 8.9 If the investigative group agrees that there is no concern the employee and the supervisor will be informed of their conclusions.
  - 8.10 If the investigative group disagrees or the employee continues to refuse the work, the Provincial Safety and Health Department will be requested to review the situation.
  - 8.11 If a stop work order is issued by the investigative group, only the investigative group or the Provincial Safety and Health Officer can rescind the order.

## **9. HEARING CONSERVATION**

### **9.1 General**

- 9.1.1 The Division recognizes that many tasks and pieces of equipment produce noise and that exposure to excessive levels of noise can result in a permanent loss of hearing. Noise may also cause annoyance or difficulty in communicating or working effectively and safely.
- 9.1.2 The Division has instituted a Hearing Conservation Program to protect employees from harmful noise.

### **9.2 Applicability**

- 9.2.1 The Hearing Conservation Program applies to all Division employees and contractors who may be working within Division premises.

### **9.3 Limits to Noise Exposure**

- 9.3.1 Exposure to transient noise louder than 85dBA but less than 90dBA shall be permitted as long as the average exposure for the employee's entire day is less than 80dBA.
- 9.3.2 Exposure to noise above 85dBA for any length of time shall not be permitted unless appropriate hearing protection is worn by the employee.

### **9.4 Noise Measurement, Reporting and Controls**

- 9.4.1 The Workplace Safety and Health Officer is responsible to assess areas of work in which noise may be a potential hazard for employees.



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- 9.4.2 Results of the assessments will be provided to the employee, the employee's supervisor, the building worker representative and the Workplace Safety and Health Committee and will be used to determine if controls are appropriate to reduce employee exposure to noise.
- 9.4.3 The Workplace Safety and Health Officer will notify supervisors in writing of employees who are confirmed to be exposed to excessive levels of noise and that the employee has been included in the Division's program to monitor the hearing acuity of employees exposed to noise exceeding the limits established in 9.3 above.
- 9.4.4 The notification will include a statement regarding the supervisor's responsibility to implement feasible administrative or engineering controls for noise reduction, the provision of hearing protection, ongoing monitoring of the employee to ensure the employee is wearing the protectors and the installation of proper signage.
- 9.4.5 The Workplace Safety and Health Officer shall assist in the design of feasible administrative and engineering controls and will re-evaluate the employee and the workplace after the implementation of the controls.
- 9.4.6 If the administrative or engineering controls are not feasible or fail to reduce noise levels, the Workplace Safety and Health Officer will assist in the selection of proper hearing protectors.

#### **9.5 Program for Monitoring Employee Hearing**

- 9.5.1 The Division shall employ the services of a certified audiometric company to conduct annual hearing acuity tests for all employees working in areas identified to be of potential hazard.
- 9.5.2 The Workplace Safety and Health Officer shall schedule annual hearing acuity tests for all employees working or new employees scheduled to work in areas identified to be of potential hazard.
- 9.5.3 Employees will be provided with education on the health effects of noise exposure and instructions on how to fit and wear hearing protection at the time of the hearing acuity test.
- 9.5.4 Results of the annual audiometric testing shall be maintained by the Division.
- 9.5.5 The Director of Human Resources shall provide an annual report regarding the Hearing Conservation Program to the Provincial Chief Occupational Medical Officer.

#### **9.6 Responsibilities**

- 9.6.1 The Workplace Safety and Health Officer shall:
  - a) Review operations to determine if there is a potential for exposure to hazardous or annoying levels of noise.
  - b) Evaluate employees' concerns regarding noise levels in the workplace.
  - c) Conduct or arrange noise surveys to be conducted to establish the noise levels at work sites, and post the appropriate signs in areas that may expose employees to noise above 80dBA.



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- d) Conduct dosimetric noise surveys on employees who may be exposed to noise levels that exceed the permissible limits.
- e) Notify supervisors in writing of those employees found to be exposed to noise levels that exceed the permissible limits.
- f) Advise supervisors that these employees are required to participate in annual audiometric testing offered by the Division.
- g) Assist with designing engineering controls to reduce employee exposure to noise.
- h) Provide pre-placement and annual training to employees who may be or have been exposed to noise that exceeds the applicable standards.
- i) Assist in the selection of the most appropriate type of hearing protectors for employees exposed to noise at levels above 85dBA.

**9.6.2 Facility Managers and Supervisors shall:**

- a) Inform the Workplace Safety and Health Officer of employees who are potentially exposed to hazardous levels of noise.
- b) Ensure that the noise level of equipment to be acquired is considered in the purchasing process.
- c) Enforce the use of hearing protectors where required.
- d) Ensure that engineering controls (e.g. enclosure and sound dampening) are used on equipment that generates potentially hazardous noise levels.

**9.6.3 Employees shall:**

- a) Contact their supervisor and the Workplace Safety and Health Officer if noise levels in the workplace are of concern.
- b) Use hearing protectors where required and adhere to signs identifying noisy areas.
- c) Participate in required medical exams, audiometric tests, education, and demonstrations on how to properly fit protectors.

**10. PERSONS WORKING ALONE**

- 10.1 Provincial Legislation requires where a worker is working alone, the Division shall provide and implement a plan as a means of ensuring, so far as reasonably practicable, the safety, health and welfare of that worker from risks arising out of, or in connection with, activities in the workplace.
- 10.2 The Division has developed a plan that requires all employees who are in a working alone situation to telephone into a central location every two hours.



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- 10.3 Assistant Chief Caretakers have been provided telephones and assigned a number of schools from which employees working alone will call according to a pre-arranged schedule.
- 10.4 Employees working alone during weekdays are required to call the assigned school in accordance with the pre-arranged schedule.
- 10.5 Assistant Chief Caretakers shall record calls.
- 10.6 If the employee working alone fails to telephone at a scheduled time the Assistant Chief Caretaker will telephone the school.
- 10.7 If there is no answer at the school the Assistant Chief Caretaker shall inform the Division's alarm service who will dispatch a Guard Service to determine why there was no answer.
- 10.8 If the Guard Service cannot locate the person working alone the alarm service will contact Division emergency staff.
- 10.9 Employees working alone on weekends or statutory holidays will call the alarm service every two hours during their work assignment and upon leaving the building.
- 10.10 If the employee fails to call the alarm service at the required time the alarm service will call the employee.
- 10.11 If there is no answer the alarm service will dispatch a guard service to determine why there was no answer.
- 10.12 If the person working alone cannot be located the alarm service will contact Division emergency staff.
- 10.13 If an employee working alone is required to work beyond the regular closing check time the employee must telephone the alarm service and inform the service of the approximate time they will be leaving the building. The alarm service will extend the check time.
- 10.14 Responsibilities
- 10.14.1 Reporting School Head Caretakers are responsible to:
- a) advise monitoring school of shift or staff change
  - b) advise monitoring school of name of any employee working overtime
  - c) ensure all employees are aware of person working alone procedures
  - d) ensure working alone procedures are posted in custodial room
- 10.14.2 Employee(s) Working Alone are responsible to:
- a) become aware of working alone procedures
  - b) ensure night bell system is operational
  - c) telephone monitoring schools at designated time
  - d) inform monitoring school of any change in circumstances
  - e) inform alarms service of time they will be leaving if working after regular closing time



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- 10.14.3 Monitoring School Chief Caretakers are responsible to:
- a) ensure all employees are aware of working alone procedures
  - b) ensure working alone procedures are posted in Custodial room
  - c) communicate with Assistant Chief Caretaker daily to identify any concerns
  - d) ensure monitoring reports are submitted to the Building Operations Supervisor on a regular basis
- 10.14.4 Monitoring School Assistant Chief Caretakers are responsible to:
- a) know procedures of reporting schools
  - b) communicate with the Chief Caretaker daily
  - c) receive and log calls
  - d) carry telephone at all times and report any malfunctions to Chief Caretaker
  - e) phone alarms service if reporting school fails to telephone at designated time
  - f) sign and submit log sheets to Chief Caretaker on a daily basis