



THE UNIVERSITY OF
WINNIPEG

**POLICY: VP HRAS #/Working Alone/In Isolation
PROCEDURES:
APPENDIX:**

WORKING ALONE / IN ISOLATION POLICY

AUTHORITY: University Administration

RESPONSIBILITY: Vice President, Human Resources, Audit and Sustainability

Effective Date: October 30, 2015

Purpose:

The purpose of this Policy is to provide a safe environment for any employee working alone or working in isolation at the University to meet the requirements of Manitoba Workplace Safety and Health Legislation.

Scope:

This Policy and its accompanying Procedures apply to all University of Winnipeg employees, contractors and their employees, who are working on University of Winnipeg property, owned or leased.

Responsibility:

The Vice President (Human Resources Audit and Sustainability), on behalf of The Administration of the University, is responsible for the development, administration and review of this Policy and its Procedures.

Definitions:

“Supervisor” means: a person who has charge of a workplace or authority over a worker. In the case of the University this would include but not be limited to: Department Head, Director, Manager or supervisor responsible and which may include faculty in charge of classroom or laboratory settings.

“Working Alone” the performance of any work function by a worker who is on their own and where they are not expected to be checked on regularly or have direct contact with another employee or their Supervisor.

“Working in Isolation” working in circumstances where assistance is not readily available in the event of injury, ill health or emergency.

Approved:

Revised: September 10, 2013

Cross Reference:

Safety and Health Policy



Principles:

The University strives to provide a safe work environment for all employees, and contractors.

The University recognizes that working alone or in isolation is often a necessary component of working on campus, and that working alone/in isolation may present additional risk factors.

The University acknowledges its responsibility under Manitoba Regulation, Part 9, of the Workplace Safety and Health Act, to ensure, as far as is reasonably practicable, the safety, health and welfare of any individual working alone or working in isolation at the University.

All Supervisors and individuals working in a supervisory capacity at the University are responsible to be aware of this Policy and its Procedures, and to ensure so far as is reasonably practicable that they are complied with.

All persons working or who intend to be working on University property are responsible to:

- (i) inform their Supervisor of any intent to work alone or in isolation,
- (ii) follow safe work procedures, and
- (iii) comply with this Policy and its Procedures.

Procedures:

The University has established procedures to give effect to this Policy, including the completion of a risk assessment and a working alone/in isolation plan, as may be appropriate under specific circumstances.

Review:

This Policy and its Procedures shall be reviewed at least once every 5 years or more frequently as may be required by legislation.

Approved:

Revised: September 10, 2013

Cross Reference:

Safety and Health Policy