



THE UNIVERSITY OF  
**WINNIPEG**

POLICY: # / Working Alone/In Isolation Policy  
**PROCEDURES:**  
APPENDIX:

## **PROCEDURES – WORKING ALONE/ IN ISOLATION**

AUTHORITY: University Administration

RESPONSIBILITY: Vice President Human Resources, Audit and Sustainability

Effective Date: October 30, 2015

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**Purpose:** To implement the Working Alone/In Isolation Policy, the procedures set out herein are required to be followed. The University's Working Alone/In Isolation Policy provides for a safe environment for any employee including contractors and their employees working alone or working in isolation at the University to meet the requirements of Manitoba Workplace Safety and Health Legislation.

**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 these Procedures.

### **Definitions:**

All Definitions in the Working Alone/In Isolation Policy are incorporated into these Procedures and shall apply as fully as if they had been set out verbatim herein.

### **Procedures:**

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

Working alone/ in isolation may be hazardous depending on the circumstances and the degree of risk. All situations where persons may be working alone will be assessed to determine the degree of risk which will depend on a number of factors including, but not limited to, the location and nature of the work to be performed.

**Approved:**

**Revised:**

**Cross Reference:**

**Working Alone/In Isolation Policy,  
Safety and Health Policy**



Following completion of the assessment, the University shall take steps, so far as is reasonably practicable, to eliminate or control the identified hazards or risks. The control of risks or hazards includes the development of appropriate safe work or operating procedures and the provision of relevant training. Where, despite controls, an activity involves a high degree of risk of serious injury, it may be determined that the work activity cannot be performed when the individual is working alone or in isolation. A working alone plan, that is appropriate to the activity and level of risk, must be developed for each case of working alone or in isolation. The working alone plan must include the following:

- a. establishment of an effective communication system (radio, cell or other) that is reflective of the degree of risk involved;
- b. any of the following:
  - i. a system of regular contact by the Supervisor (or another person on behalf of the employer such as Security Services) with the worker working alone or in isolation,
  - ii. limitations on or prohibitions of specific activities,
  - iii. the establishment of training requirements, and
- c. where applicable, the provision of emergency supplies for use in travelling or working under conditions of extreme cold or other inclement weather conditions.

A working alone or in isolation plan may cover multiple instances of working alone/in isolation. For example, one working alone/in isolation plan may apply to all individuals who fall into a specific employment classification where the hazards or risks may be expected to be similar.

### **Responsibility of Supervisors**

- (i) Complete a working alone/in isolation risk assessment;
- (ii) Take steps, so far as is reasonably practicable, to eliminate or control identified risks including, but not limited to:
  - a. the development of safe work procedures,
  - b. training of employees;
- (iii) Complete a working alone/in isolation plan that includes all required elements;
- (iv) Post the working alone/ in isolation plan in a prominent area in the location where employees will be working alone/in isolation;
- (v) Comply with this Policy and its Procedures.

**Approved:**

**Revised:**

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### **Responsibility of Employees**

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) comply with the established working along/in isolation plan,
- (iii) follow safe work procedures, and
- (iv) comply with this Policy and its Procedures.

The working alone/in isolation plan must be prominently posted in the location where the individual is working alone/in isolation.

A risk assessment form (Lab and General) which includes a working alone/in isolation plan template may be found on the Safety Office website under Forms and Requests.

### **Review:**

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

**Approved:**

**Revised:**

**Cross Reference:**

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