



Turtle River School Division - Administrative Procedure

Section I – Safe & Respectful Schools Working Alone

The safety and security of the worker and the facility in which he/she works is a very high priority with the Turtle River School Division.

In most cases, the type of work that is performed by the employees of Turtle River School Division is considered “low risk.”

The following procedures should be followed by all Division employees when working alone in the schools:

- Staff can refer to Working Alone, Safe Work procedure, posted on the Safety Board at each school
- Be familiar with the location of the telephone; IN CASE OF EMERGENCY CALL 911 OR 0.
- Be aware of the list of telephone numbers posted in all boiler or furnace rooms or office; if mechanical assistance is required, and the required number is not available, contact the custodian immediately.
- Make sure, whenever possible, that all exterior doors are secure.
- Do not attempt to do hazardous work when working alone – use common sense at all times
- Ensure that someone knows your working hours and when you are expected home.
- Walk in well-lit areas.
- If you own a personal alarm or cell phone have it at hand at all times.
- Notify your supervisor or the police if you are suspicious of people hanging around your workplace.
- Lock your vehicle while at work.

Board Informed:	Last Reviewed:	Last Revision:
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