FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

<table>
<tr><td rowspan="3">POLICY:

WORKING ALONE</td><td></td><td>POLICY NO: HR-040</td></tr>
<tr><td>DATE Issued:
September 28, 2011</td><td>PREVIOUS POLICY NO/NAME:
WORKING ALONE HR03-530</td></tr>
<tr><td>DATE Reviewed:
March 16, 2022</td><td>RELATED DOCUMENTS:</td></tr>
<tr><td>APPROVED BY:
Board of Directors</td><td colspan="2">DISTRIBUTION: Human Resources

APPLICATION: Family Visions Employees</td></tr>
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POLICY:
Working alone in certain circumstances or environments may be unsafe and requires special arrangements to minimize potential risks of injury. Employees and supervisors are required to make every effort to assess hazards, to take steps to avoid unnecessary risk, and to make available methods by which misfortune can be managed to minimize damage or injury.

DEFINITION:
An employee is working alone when the employee is performing a job function and is not in the presence of his/her supervisor, another person in a supervisory capacity designated by Family Visions or another employee of Family Visions at the time the job function is being performed. The fact that the employee may be in contact with people from another employer or the public does not eliminate the concept that the employee is working alone and, therefore, assessments and requirements applicable to the risks of the work will still apply.

General Principles
Both supervisors and employees are required to assess the conditions or circumstances under which the employee may be working alone to determine what may result in misfortune to the employee working alone and attempt to reduce the probability of such misfortune. Safe working procedures must be developed to minimize the risks inherent in the hazards and there must be a means of securing assistance for employees working alone in the event of injury or misfortune. Safe working procedures will be written if required and that employees and an agency designate will sign the document to indicate that the procedures have been read and understood. The procedures document must be maintained in a location for easy reference by employees without the requirement to ask a supervisor.

Assessment of Risks
Particular job functions will have inherent risks associated with them.

Examples of work functions that present risks may include working with or in:

1. Injury

2. Verbal/physical abuse/behavioural outbursts
3. Allegations of misconduct when working alone
4. Traveling alone
5. Extreme weather conditions
6. Equipment or machinery

PROCEDURE

1. Employees will/may be required to work alone while providing service to Supported Individuals.
2. If an employee expresses discomfort, or there is a personality conflict in working with a specific individual, that employee shall not be required to work with the individual.
3. Any concerns about safely working alone should be brought to the attention of the supervisor for resolution.
4. Employees are expected and directed to report any unusual occurrences, which occur during the time that they are alone with a vulnerable person. This is intended to be a protection for the employee in case of any allegations of abuse or neglect.
5. Employees performing work alone functions are expected to use good judgment, to be aware of their surroundings and potential risks and to take precautions to ensure the safety of themselves and other occupants of the facility.
6. Employees are expected to keep the facility cordless telephone or cell phone in close proximity with emergency telephone numbers accessible.
7. Employees should take precautions when working alone such as locking doors, being aware of other employees and non-employees in the area and checking on one another if necessary.
8. In known risk situations where there is potential risk to an employee:
    a) Employees will advise their supervisor of the situation and risk.
    b) Employees will implement one of the following safety checks systems:
        - Request another co-worker, supervisor or RCMP to accompany the employee.
        - Establish a phone check in with another co-worker, supervisor or other contact.
        - Establish an identified time of return with another co-worker, supervisor, RCMP or other contact and plan for follow-up if return does not occur by this time
    c) Where ongoing visits to known risky situation are expected, employees will arrange an ongoing plan of safety checks for that situation with their supervisor.

Employees shall be advised of any known risks associated with providing service for any Supported Individuals. Prior to assigning an employee to a Supported Individual's home/workplace, each program (Residential, Day Services, etc.) should develop a plan to:

a) Assess the conditions or circumstances under which the employee is required to work alone, and
b) Develop and document a plan respecting the methods to be taken to ensure, so far as is reasonably practicable, the safety, health and welfare of the employee at the workplace, including a means of providing emergency assistance.
c) The plan shall be co-signed by the Supported Individual, community service worker and agency designate.

Supported Individual Plan Criteria

The Supported Individual's plan must be developed with the assistance of the Community Service Worker and/or any other professionals required implementing the procedure of the plan. The plan developed should include, but not be limited to, the following instructions:

a) Identification and documentation of any conditions in the workplace that are potentially hazardous to the Employee's and Supported Individual's safety.
b) Reporting those conditions to the Supported Individual/contact person.
c) Developing control methods to minimize any identified hazard.
d) Ensuring that the service and care plans include instructions to reduce the potential hazard.
e) Instructing the employee to take the appropriate steps to minimize the hazard.
f) Outlining what action is to be taken when all attempts to reduce the hazard to the employee have failed.
g) Ensuring that details of the plan provide a means of securing assistance for the employee in the event of injury or other circumstances which may endanger the health and safety of the employee/Supported Individual.

Employees shall be provided with a copy of this policy and the employee and Executive Director/designate shall sign the policy. The signed policy will be placed on the employee's personnel file.

_____ _____

Signature Date

_____ _____

Witness Date