

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: EBBB</b></p>
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**WORKING ALONE**

All staff must be aware that working alone is a recognized hazard in the workplace. All staff must make arrangements with their immediate supervisor for an appropriate check-in procedure when employees are working alone or working in a secluded area (eg. crawl spaces, schools on weekends) at all times of the year.

Evening custodians are to be provided with radios for inter-personal and interschool contact.

All employees planning on entering Kelsey School Division workplaces after regular hours or on weekends must make check-in arrangements with a spouse/significant other, or another employee before entering a workplace.