

Working Alone Policy

Rationale

Our school has an obligation via the Occupational Safety and Health Act 2021 to provide a safe working environment for all employees. This includes ensuring when staff are working alone on the site that appropriate practices are in place to ensure their safety.

Guidelines

- Staff who may work alone on the site includes the Gardener during holiday periods, Cleaners who work before and after school day and during vacation periods in different parts of the school and other staff attending the workplace outside of the usual operating hours (i.e. school holidays, weekends).
- School Gardeners and Cleaners are required to sign in and out of their shifts to track their presence on the school site. Cleaners will have shared start and finish times.
- Whenever possible staff should secure external gates and external doors of the workplaces they are using.
- Staff working alone should always carry a mobile phone to make contact in the case of injury, emergency or crisis.
- Key phone contacts include:
 - Emergency - 000
 - Joondalup Police – 9400 0888 / 131 444
 - Joondalup Health Campus – 9400 9400
 - Education Security 9264 4771 / 9264 4632
 - Principal – 0420 297 127