



## ST. THOMAS AQUINAS CATHOLIC SCHOOLS

## WORKING ALONE

**Checklist For Employees Who Work Alone in Schools**

This checklist is intended to help employers implement best practices for employees working alone in schools. The questions in bold reflect mandatory requirements. Other questions suggest recommended practices that are highly desirable.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EMPLOYEE TRAINING</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Do you ensure employees are trained and competent to work alone safely?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SAFE WORK PROCEDURES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Did the employer develop the safe work procedure with the involvement of the affected employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>EQUIPMENT AND SUPPLIES</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Do you equip employees with the appropriate first aid supplies?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do schools have the required first aid supplies?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees have access to the necessary personal protective equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>COMMUNICATION</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Do you have an effective means of communication for employees to contact persons capable of responding when employees need immediate assistance?</b>
			Does the method of communication involve one of the following:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular telephone, cellphone, or radio contact?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scheduled check-in points with other employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others? Specify: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency telephone numbers (police, employer, etc.) prominently displayed and readily accessible by the employees?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>SECURITY SYSTEM</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you have a security system at your work site?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you post signs in prominent places to publicize the use of security systems at the work site?