



## Working in Isolation Policy

### 1 Context

- 1.1 Cabra Dominican College is committed to achieving a healthy and safe work environment and ensuring the safety of its Employees and students, and recognises that the promotion and maintenance of a safe working environment is a responsibility shared by all.
- 1.2 Working in Isolation presents a risk to the safety of Employees.

### 2 Policy Statement

- 2.1 Cabra Dominican College is committed to ensuring the safety and wellbeing of Employees who:
- (a) work Outside Normal Working Hours;
  - (b) work in an area or on an activity that is dangerous for the Employee to work alone;
  - (c) are Working in Isolation.
- 2.2 More broadly, Cabra Dominican College is committed to meeting all legislative and insurance requirements in relation to work health and safety.

### 3 Definitions

**Employees** means a 'worker' under the *Work Health and Safety Act 2012 (SA)*.

**Normal Working Hours** means:

- (a) 7:30am – 6pm on ordinary school days, represented by the times maintenance unlock the school and the time staff typically vacate the premises; or
- (b) other times outside of those described in paragraph (a) above, where staff would ordinarily be expected to be on site (such as during school holidays where the College is advertised as being open, special college events, music nights or weekend sport).

**Outside Normal Working Hours** means

- (a) public holidays and weekends (except for weekends where staff are at sporting events);
- (b) dates and times during school holidays which the school is advised as being closed;
- (c) times that otherwise fall outside of the definition of Normal Working Hours, above.

**Working in Isolation** means:

- (a) working alone or in isolation when the Employee cannot be seen or heard by another person and has limited means of communication for an extended period of time; or
- (b) working in circumstances where assistance is not readily available in the event of injury, ill health or other emergency; or
- (c) in a situation that involves the operation or maintenance of plant, or the handling of a hazardous substance when alone, and

may include working from home, working in limited access areas (example: working in a filing room with limited contact with others), working as the sole Employee with responsibility for students, or working Outside Normal Working Hours.

## 4 Scope

This policy applies to all Employees of Cabra Dominican College, as well as all visitors and contractors.

## 5 Principles

- 5.1 Employees should ensure that they maintain a balance between work and home life. As a general rule, the College does not promote working on-site Outside Normal Working Hours.
- 5.2 Employees should only work on-site Outside Normal Working Hours if:
  - (a) a particular task is required (i.e., it cannot be delayed until Normal Working Hours); and
  - (b) an appropriate risk assessment has been undertaken in respect of their attendance on-site Outside Normal Working Hours (in consultation with the Workplace Health, Safety and Risk Coordinator, if necessary); and
  - (c) they have advised a member of the Executive Leadership Team by email of their intention in respect of Working in Isolation.
- 5.3 Employees working on-site Outside Normal Working Hours must:
  - (a) follow the procedure detailed in the Staff Handbook;
  - (b) use Sine Pro to sign in when coming onto and leaving site (selecting After Hours/Holiday On-Site Staff);
  - (c) notify somebody of their arrival and departure from the site (such as a member of the Executive Leadership Team); and
  - (d) contact a person either on-site or off-site (e.g., a family member) if they are on-site for greater than two hours.
- 5.4 Where an Employee is Working in Isolation in respect of an event or rehearsal involving students, the Employee must ensure they have permission via Consent2Go and a list of all contact numbers of students. In addition, an emergency contact number (such as a school excursion mobile telephone) must be distributed to the parents in case they need to contact their child.
- 5.5 The Principal, Business Manager and Deputy Principals are Officers of Person Conducting a Business or Undertaking under the *Work Health and Safety Act 2012* (SA). Accordingly, if, after assessing risks, or in the opinion of a member of the Executive Leadership Team, an Employee:
  - (a) is not complying, or cannot comply, with this Policy; or
  - (b) their Working in Isolation presents an unacceptable risk,a member of the College Executive Leadership Team may direct the Employee to cease Working in Isolation unless and until the risks identified can be mitigated.

5.6 Employees will obey any reasonable instructions, including those given under Clause 5.5 above, to ensure their health, safety, and welfare, and that of others.

## 6 Related Documents and References

- Cabra Dominican College Staff Handbook
- [Catholic Church Endowment Society \(CCES\) Safety System](#) (No 17. Remote & Isolated Work Procedure)
- [SACCS Code of Conduct for Staff employed in Catholic Education SA \(2020\)](#)
- SACCS Duty of Care Policy

## 7 Revision Record

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