



## **Chief Jimmy Bruneau School After Hours Workplace Safety Policy**

**Through Workplace Safety Legislation and GNWT policy, all workers must notify their supervisor(s) when they enter a GNWT facility for work related duties outside of regular business hours.**

### **Rationale:**

When a GNWT employee enters a work site for work related duties after their regular working hours, their personal safety is the responsibility of their employer, the GNWT.

### **Procedure:**

1. Before entering the work site, each employee must notify their supervisor (both the Principal and the Vice Principal). You need to specify how long you intend to be onsite accordingly.
2. When leaving the work site, each employee must notify their supervisor (both the Principal and the Vice Principal).

### **Guidelines:**

1. If you are over 15 minutes in the building, you need to follow the above procedure.
2. It applies to any work done after 6 pm and before 6 am.
3. Texting will work as a means of communication – you will receive a brief confirmation of receipt.
4. The procedure applies only when employees are on-site performing work-related duties. (It does not apply to personal gym use, community group participation, etc.)