



Section of Policy Manual: Personnel	Policy No. : PER-01
Subject: Working Alone	Policy Approval Date: May 11, 2017
Year of next review: May 2022	Last Review/Revision Date: N/A

**Purpose:**

The Gravenhurst Public Library Board is committed to implementing a policy to support the safety and security of employees working alone and to ensure that library staff members who are working alone have a means of communication with individuals who can respond to an emergency situation.

**Definitions:**

- Hazard                      Means a situation, condition or thing that may be dangerous to the health and safety of library staff members.
  
- Working Alone            Applies to staff who are working alone in the library before or after hours when assistance is not readily available if there is an emergency or if a staff member becomes ill or injured; or who travel alone on Library business.
  
- Work Site                    Any location where Gravenhurst Public Library business is performed including: the library itself, other office environments visited by staff while at work, outreach locations such as residences of homebound patrons or in a vehicle while in transit to a meeting.

**Hazard Control:**

1. There shall be a minimum of two staff members present in the Gravenhurst Public Library during regular open hours of operation. The library will remain closed if this condition cannot be met with staff.
2. All work areas shall be kept tidy and clutter free to avoid the potential for personal injury.
3. No person working alone shall climb onto ladders or chairs or undertake heavy lifting or any other unsafe work practices such as repairs to office equipment to avoid the potential for personal injury.



4. All entrances to the Library will be kept locked after hours and no unauthorized persons will be admitted.
5. The parking lot will have sufficient lighting to provide for an atmosphere of safety and security.
6. Staff working alone at the library or at another work site before and after office hours will have their personal cell phone with them for immediate communication should the need arise. All staff will be made aware of the locations of the telephones and security pendants available inside the library building.
7. Staff working alone will notify a co-worker or a family member of the time they expect to return home and the course of action to follow should they not arrive. (ex. provide contact information for at least two library staff members who have a key to access the building).
8. Staff attending conferences for more than one day will check in with a co-worker or family member on a daily basis.
9. Staff observing any suspicious activity or persons while working alone shall put their own safety first and call for appropriate assistance. If the situation has the potential for violence they should immediately call 911 for assistance.
10. Staff are to be observant and aware of their surroundings when working alone at the work site. This should include looking and listening, keeping car keys close at hand, observing areas around and inside vehicles, and using caution with carrying and storing valuables.

### **Training:**

Hazard assessments will be regularly conducted to identify existing or potential working alone hazards.

The CEO/Chief Librarian and the staff Health and Safety Representative for the Gravenhurst Public Library will ensure that affected employees are informed of working alone hazards and the methods to control or eliminate them.

Employee training will be offered to increase awareness of methods of identification, hazard reduction and prevention when working alone and dealing with situations or individuals that present a potential risk.