

SMOKY LAKE PUBLIC LIBRARY

POLICY NUMBER: **508**

SUBJECT: **Working Alone**

Date Passed: April 6, 2017 Board Chair Tanya Lalonde

Reviewed _____ Board Chair _____

Purpose

The Smoky Lake Library Board recognizes that working alone may be a higher than normal risk activity and that every reasonable step will be taken to minimize this risk.

Policy

1. The Board, along with staff, will identify, as part of the hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards.
2. The Board will, where practical, establish an effective means of communication appropriate to the hazards involved for employees to contact other people who can respond to the employee's need.
3. The Board will ensure employees are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.
4. The Board considers an employee to be working alone if the worker works by herself or himself in circumstances where assistance is not readily available when needed.
5. Working alone safety procedures should be followed by all staff when working alone (see appendix 508.1)