

SMOKY LAKE PUBLIC LIBRARY

Working Alone

Working Alone Best Practices

1. Working alone requires you to take charge of your own personal safety.
2. Set up a “fail safe” check back plan. Inform your spouse or friend about your work location and when you will return. If you are working alone during closed hours keep the door locked.
3. When leaving the building, scan the parking lot and make sure it is safe to exit.
4. Phone the Municipality (Town of Smoky Lake) to deal with maintenance issues, ie: snow removal.
5. Carry your car keys in your hand. You can use them to set off the alarm in your car.
6. Park close to the building.
7. Check your car to make sure that no one is in the backseat or under your car.
8. Think about your escape route.
9. Discuss any safety/security concerns with the Library Board or your supervisor. Staff have a right to refuse unsafe work.
10. High risk tasks, such as changing lights or climbing ladders, will not be performed when working alone.
11. Complete an incident report after a situation where you felt unsafe so this issue can be addressed.
12. ‘Workers Compensation Board’ (WCB) form shall be filled out as required.