

Metro Kalyn Community Library Policy Handbook

Index Code: C-11

Category: Library Administration

Topic: Staff Working Alone Policy

Adopted: March 2015

INTRODUCTION

Metro Kalyn Community Library believes that the staff safety is of the utmost importance.

We therefore strive minimize the risks associated with working alone, by following “best practice” standards.

PROCEDURES

- All staff are required to read and initial “Working Alone Safely” published by Alberta Human Resources and Employment.
- All staff are required to read and initial “What All Clerks Should Know” published by Alberta Human Resources and Employment.
- An updated list of all Board Members and their contact information shall be maintained at the circulation desk and all employees made aware of its presence.
- Staff shall be trained in the use of the electronic panic alarm.

Date of Adoption: March 2020

Date for Review: Feb. 2025