

WORKING ALONE POLICY

HAZARD ASSESSMENT

1. A review of records and past incidents reveals that the Edgerton Public Library does not have any personal experience of workplace violence or injury.
2. An inspection of the Library building indicates minimum risks. The primary risk to employees of the Edgerton Public Library is the potential of violence due to robbery and the risk of threat due to isolation as each shift usually employs only one person.

POLICIES

1. Cash Handling

All cash must be locked up before employee or volunteer leaves the building. Windows must be kept clear to provide good visibility. Robbery Awareness Tips and Violence Prevention Procedures in Case of Robbery will be posted and brought to the attention of all employees and volunteers.

2. Employees Who Work Alone

It is the employee's responsibility to notify another individual of expected arrival and departure times at the Library.

PROCEDURE – WORKING ALONE

1. Employees working alone will notify another individual of expected arrival and departure times at the Library.
2. For any emergencies dial 9-1-1
3. While working alone should an employee require support or periodic welfare checks:
 - a. call Edgerton Oasis Hotel
 - b. repeat the following phrase:
 - i. “Your item is at the Library. Can you come before we close?”
 - c. The employee at the hotel will understand that there is an issue that requires someone to go immediately to the Library with caution to assist the caller and check out the issue.
4. Should there be no answer at the Oasis Hotel, the employee will call additional speed dial numbers and repeat the same phrase until some is available to respond.

Original: 2005

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