

- Ensure an effective means of communication, and other security measures shall be available to all library personnel who work alone or in isolation.
- Develop and publish a comprehensive Emergency Response Manual for library personnel ensuring that appropriate health and safety standards are implemented in accordance with Alberta statutes.
- Ensure that employees receive proper medical treatment when injured and that accident and injury reports are properly prepared and issued.

Library personnel will:

- Report any incident of violence in the workplace to the Library Manager and complete and incident report.
- Ensure they are working safely and in compliance with accepted safe work practices, procedures, and legislated health and safety standards.
- Ensure the safety of all visitors to the Library premises by following the guidelines in the Emergency Response Manual.

#### 4.6. Working Alone

**Created** 03/18

**Revised**

The Board recognizes that there may be times where an employee may be required to work alone in the Library. This may include but may not be limited to:

- Working when additional staff support is not readily available
- Being at the library after everyone has left for the day, or coming into the library before opening hours,
- Driving alone to or from library outreach and professional development locations.

#### **Guidelines & Procedures**

Whenever possible, Library personnel will:

- Notify the Library Manager if they intend on being in the Library outside of regular operational hours.
- Know how to reach the Town after hours emergency contact person.
- Adhere to safe working procedures.

Whenever possible, the Library Manager will:

- Identify and assess situations where working alone may be required.
- Maintain open communication with personnel who are required to work alone.
- Work with library personnel to develop safe work procedures.

#### 4.7. Leave

**Created** 03/18

**Revised**

The Board recognizes the need to provide leave to library personnel on a variety of occasions. Any leave of absence utilized for purposes other than that for which the leave was granted may be grounds for dismissal.