

## **VILLAGE OF MARWAYNE LIBRARY BOARD**

### **WORKING ALONE POLICY**

Date Of Board Approval: April 3, 2017

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Purpose: The 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.

The Library will identify, as part of a hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards.

The Library 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.

The Library 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.

The Library considers an employee to be working alone if the worker works by himself or herself in circumstances where assistance is not readily available when needed.

Working alone safety procedures should be followed by all staff when working alone {see Appendix A}.

## Appendix A

### Working Alone Policy

- 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 doors locked.
- 3) If a person buzzes to get in and you feel danger or uncomfortable allowing person in, do not open door. Telephone your supervisor or board member to come to the library for assistance.
- 4) When leaving the building, scan the parking lot and make sure that it is safe to exit.
- 5) Phone the maintenance personal (Keith Parker) to deal with maintenance issues, the lack of snow removal or burnt out exterior lights.
- 6) Carry your vehicle keys in your hand. You may use them to set off the vehicle alarm.
- 7) Check your vehicle to make sure that no one is in the back seat or under your car.
- 8) Park close to building.
- 9) Plan an escape route.
- 10) Discuss any and all safety/security concerns with your supervisor. Staff have a right to refuse unsafe work.
- 11) High risk tasks, such as changing lights or climbing ladders, will not be performed when working alone.
- 12) Complete an incident report after a situation where you felt unsafe in order for this issue to be addressed.