

HR: H&S05 – Working Alone

Originated: Sept. 2007
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Approved: Sept. 2020

POLICY:

The Library Board will make reasonable efforts to schedule work to minimize the incidence of employees working alone or in isolation. However, we recognize that there are circumstances in which employees will be required to work alone.

When employees are required to work alone or in isolation, The Board is committed to providing and maintaining procedures which promote a safe and healthy work environment.

PURPOSE:

The purpose of this policy is to provide a safe environment and promote safe work practices for employees who are required to work alone or in isolation.

RESPONSIBILITY:

Library Director is responsible for:

- (a) Maintaining current information on safety risks and preventative measures for working alone situations, making staff aware of these issues, and updating this policy, as necessary.
- (b) Producing checklists or other tools to assist staff in conducting safety assessments.
- (c) Being aware of this policy and procedure and for ensuring compliance by all employees.
- (d) Recording each incident, occurrence or concern of employees working alone, making note of the date, circumstances, resolutions, and other details.
- (e) Taking every step reasonable to respond to employees' concerns or to correct any unsafe situation.

Employees are responsible for:

- (a) Reporting any concerns, they have regarding health and safety to their supervisor.
- (b) Following security procedures and practicing safe work practices.

