

DEFINITIONS:

“Working Alone” means that the employee is the only worker at that work site or is working in an area removed from other persons at the work site in circumstances which present a risk of disabling injury or other misfortune and where assistance is not readily available to the worker in the event of injury, illness or emergency.

PROCEDURE:

1. Situations where employees may be working alone or in isolation must be examined and identified.
2. Potential workplace hazards and safety risks must be identified and communicated to affected employees. Employees must be consulted when identifying risks and discussing potential concerns.
3. The affected employees, as applicable, shall be involved in the process of assessment, identification and elimination or reduction of any risks.
4. Any identified hazards or risks shall be eliminated or reduced if practicable.
5. An effective means of communication, and other security measures shall be available to all employees who work alone or in isolation, and appropriate training shall be provided.
6. Employees will be educated about the potential risks associated with working alone or in isolation and shall be trained to take steps to prevent or eliminate such risks.
7. All security practices and working alone procedures shall be thoroughly reviewed every three (3) months or more often as a result of an incident and adjusted accordingly.
8. At Plamondon Municipal Library, staff will call the main branch at least twice during the evening shift. For the Stuart MacPherson location, regular communication with Bold Center staff will occur when library staff are working alone. The headset will be worn by the employee at all times. In the event they feel unsafe or at risk they should immediately go to the shipping receiving area and lock themselves in, using the hands-free phone to call for assistance and/or press the Panic Button.

Working Alone Guidelines:

Workplace safety practices will address the need for Working Alone Guidelines as related to the province's General Safety Regulation. For Library employees two of the five broad categories of worksite categories related to working alone include:



- a) Employees who travel alone
- b) Employees who are at risk of violent attack because their worksite is isolated from the public view.

Accordingly, the Board is responsible for ensuring the following:

- Conduct a hazard assessment: The Board or its' representative must examine and identify existing or potential safety hazards in the workplace.
- Eliminate or reduce the risks: The Board or its' representative must take practical steps to eliminate the hazards identified. If not practicable, then the Board or its' representative must implement procedures to reduce or control the hazards.
- Establish an effective means of communication: The Board or its' representative must have a communication system for employees to contact other people who can respond to the employee's needs. The system must be appropriate to the hazards involved.
- Ensure employees are trained and educated: Library employees must be made aware of hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks.

As a result of hazard assessment, the following Working Alone Guidelines have been established for all Library Staff.

Employees Who Travel Alone:

1. The Library Director must be made aware of the employee's travel plans, destination and expected time of arrival and return before departing on trips outside of the town limits.
2. As employees are reimbursed for use of their own vehicles, it is their responsibility to ensure that their vehicles are properly maintained and serviced and are road worthy.
3. Each employee should carry a road safety kit in their vehicle to address emergency situations. Alberta Motor Association recommendations for winter driving vehicle safety kits include:
 - A shovel, snow brush/scrapper and windshield washer fluid
 - Abrasive material for traction (sand or kitty litter)
 - A candle in shallow can and waterproof matches
 - Heavy duty booster cables
 - Chocolate bars or emergency winter food
 - Reflective emergency warning triangle
 - First aid kit
 - Blanket and plastic garbage bags
 - 12-volt light
 - Fire extinguisher ♦

