

STATEMENT OF POLICY AND PROCEDURE

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Reviewed 2022/07/08 | Revised: 2024/11/29 | Effective: 2017/05/13

SECTION 1 - 2.B

WORKING ALONE

1. Northern Lights Library System (NLLS) is committed to the health, safety, and well-being of its employees and will strive to ensure that all appropriate safeguards are in place to protect employees who must work alone or in isolation.

Headquarters

2. NLLS has determined that the risk is low for employees working alone at the NLLS headquarters building. The NLLS headquarters building is located off a well-travelled highway and to local law enforcement. All entrances are locked and checked at the end of each workday. There is a well-lit parking lot.
3. When an employee is working alone in the building outside of regular work hours, the Employee may set the alarm to notify them of unexpected building entry into the building.

Site Visits

4. Frequently NLLS employees travel to member libraries or to meetings / conferences on NLLS's behalf. In general, NLLS employees will meet with people that are considered colleagues and constitute a low-risk.
5. NLLS employees often travel alone. While travel is generally by road on paved primary or secondary highways, poor weather conditions, breakdowns, or collisions may occur. In general, the hazard assessment for this type of situation is considered low to moderate, and the following protocol must be followed:
 - a. Employees must record the intended destination and approximate estimated time of arrival and departure in an area accessible to NLLS management.
 - b. Employee(s) must carry their work assigned cell phone with them when travelling for work, or provide their personal cell phone number to their managers.
 - c. If an employee cannot be reached within a 4-hour period, emergency personnel must be contacted.

Delivery Vehicles

6. NLLS drivers follow known schedules for destinations and times of arrival.
7. Drivers do not need to check in upon regular arrival/return.
8. Drivers must check in when delayed, or arriving after regular business hours, when operating any NLLS vehicles.
9. NLLS Drivers will carry their work assigned cellphone when driving for NLLS.

NLLS Executive Board Chair

November 29, 2024

Date of Approval

