

Policy EMP308: Work Alone Policy

Category: Employees

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POLICY

PURPOSE

To establish a procedure to match Policy HR201 and ensure that staff working alone are aware of how they are to ensure a safety check-in.

RESPONSIBILITY

All employees

DEFINITIONS

PROCEDURE

In general:

- Working alone requires you to take charge of your own personal safety.
- If you are working alone during closed hours, keep the doors locked.
- When leaving the building, scan the parking lot and make sure that it is safe to exit.
- To deal with maintenance issues, the lack of snow removal, or burnt-out exterior lights, advise the Library Manager by email.
- Discuss any safety/security concerns with your supervisor. Staff has a right to refuse unsafe work.
- Carry your car keys in your hand. You can use them to set off the alarm in your car.
- Park close to the building.
- Check your car to make sure that no one is in the back seat or under your car.
- Think about your escape route.
- High-risk tasks, such as changing lights or climbing ladders, will not be performed when working alone.
- Complete an incident report after a situation where you felt unsafe so that this situation can be addressed.

No matter the situation, working alone or otherwise, in the event of a threat or emergency staff is to call 911, then follow through with OHS procedures.

Work alone situation during operational hours:

- Occasionally staff may have to work alone while the library is open to the public.
- In this case, the staff working will be responsible to check in to an agreed-upon designated staff (Library Manager, Assistant Manager) by text or phone.
- Staff will check in every two (2) hours and at the end of shift once safety in vehicle.
- If working staff do not check in, the designated staff will call the library main phone number for a check in. If there is no response, the designate is to call 911 and ask the police to do an employee safety check. The designate will also head to the library to do a physical check and determine the course of action upon arrival as per OHS guidelines for emergencies if necessary.
- Staff should not be in the library outside of their unscheduled hours.
- Should the staff who are on shift fail to adhere to the work alone procedures HR measures will be taken.