

Topic: Workplace Health & Safety

7.6 Work Alone

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Attachments:	

Signature of Board Chairperson (and Date): _____

Work Alone

(To address the requirements of Bill 168 (Violence and Harassment) in the Workplace.)

Hazards:

Working alone has the potential to threaten personal safety in situations where staff may be subject to harassment or interact with agitated, aggressive or violent persons or become injured and unable to seek medical attention.

Hazard Control:

1. There shall be a minimum of two staff members present in the Main Library during regular hours.
2. All work areas shall be kept tidy and clutter free to avoid the potential for personal injury.
3. No person working alone shall climb onto ladders or chairs or undertake heavy lifting or any other unsafe work practices such as repairs to office equipment to avoid the potential for personal injury.
4. All entrances to the Libraries are to be kept locked after hours and no unauthorized persons are to be admitted.
5. Parking lots shall have sufficient lighting to provide for an atmosphere of safety and security.
6. Staff working alone before and after office hours shall have in their possession a cellular phone for immediate communication should the need arise.

7. Staff working alone shall notify a co-worker or a family member of the time they expect to return home and the course of action to follow should they not arrive. (ex. provide contact information for at least two library employees who have a key to access the building). Staff at the Woodview Branch will text staff at the Apsley Branch when they are safely in their vehicle after their shift.
8. Staff attending conferences for more than one day should check in with a co-worker or family member on a daily basis.
9. Staff observing any suspicious activity or persons while working alone shall put their own safety first and call for appropriate assistance. If the situation has the potential for violence they should immediately call 911 for assistance.
10. Staff shall be observant and aware of their surroundings when working alone and it is recommended that the following practices be adhered to:
 - a. look and listen
 - b. do not sling purses/handbags around your neck and shoulder
 - c. carry your keys in your hand
 - d. walk around your vehicle and check backseat before unlocking the vehicle
 - e. lock doors and keep windows up when leaving the vehicle
 - f. use caution when carrying and storing valuables (keep out of site)
 - g. avoid reading or working in a parked car
 - h. park in public areas that are well lit and as close as possible to the entry/exit of the building
 - i. maintain a full gas tank

Confidential Code Word

To alert other staff to a potential threat to personal safety a code word will be established and provided by the CEO/Librarian to staff under separate cover.

Training

Staff shall be familiar with Direct Contact with Clients/Volatile Clients Policy and participate in available training.

Consequences of Non-Compliance:

Failure to comply with this policy may result in violence or harassment to Library staff. Staff who do not follow this policy are subject to the provisions of the disciplinary policy.