

Grey Highlands Public Library-Working Alone Policy

Board Motion number: 48-05 Date of Review: _____

Date of original motion: Nov. 16/05 Chairperson's Signature: 

Purpose:

To provide measures to protect the health and safety of and minimize risk to any worker who works alone in any of the branches of the Grey Highlands Public Library.

To ensure that employees who are working alone have a means of communication with individuals who can respond to an emergency situation.

To ensure that all Grey Highlands Public Library employees understand and meet ethical and legal obligations.

Strict adherence to this policy will help to meet health and safety legal requirements and demonstrate due diligence in work alone situations.

Definitions:

Hazard Means a situation, condition or thing that may be dangerous to the health and safety of employees.

Working Alone This policy applies if a member of the library staff is working alone at site where assistance is not readily available if there is an emergency or the staff the worker is ill or injured.

This includes library staff who work alone:

- and handle money
- and are without routine interaction with other library staff
- and are at risk of workplace violence because their work site is isolated from public view.
- or travel alone on Library business

Work Site Any location where Grey Highlands Library business is performed is considered part of the work site, including traditional office environments, residences of homebound patrons, vehicles or other off site work locations.

POLICY

The Grey Highlands Public Library Board is committed to implementing a system to support the safety and security of employees working alone.

The Grey Highlands Public Library Board will also work towards ensuring that Library Staff do not work alone.

Each branch must conduct a hazard assessment and develop procedures to eliminate or control the hazards of working alone .

Management will:

Conduct hazard assessments at each library branch/work site to identify existing or potential working alone hazards.

Take measures to eliminate or control the hazards of working alone at the Libraries.

Identify previous incidents that have occurred within the respective library branches related to working alone. Issues that emerge from the information collected will be identified and potential solutions will be noted

Provide measures for the discreet handling and storage of cash.

Ensure that affected workers are informed of the hazards and methods used to control or eliminate them.

Provide an effective system for communication between any workers who work alone and persons capable of assisting the worker.

Develop working alone procedures specific to each branch or work site.

Ensure incidents are reported to the CEO, investigated and documented.

Employees will:

Report all work site incidents immediately to their supervisor as required by WSIB.

Participate in work site hazard assessment and the implementing of procedures to eliminate or control hazards of working alone.

Comply with the site specific working alone policy/procedure



Employee Input

Through methods such as one on one interviews and library site inspections, the Health & Safety representative for the Library will collect and document information from employees about their experiences working alone, their current concerns and their suggestions for improvement.

Training

The CEO and Health and Safety representative for the Grey Highlands Public Library will ensure that affected employees are informed of working alone hazards and the methods used to control or eliminate them.

Employee training will be offered to increase awareness of methods of identification, hazard reduction and prevention when working alone and dealing with situations or individuals that present a potential risk.

