

Grey Highlands Public Library

Policy Type: **Human Resources**
Policy Title: **Grey Highlands Public Library-Working Alone Policy**

Policy Number: **48-05**
Policy Approval Date: **Nov. 16/05**
Last Review Date: **Feb. 19/20**

Chair Signature _____

Policy Review Date: **February 2023**

PURPOSE:

To provide measures to protect the health and safety of and to 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.

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 Describes a situation where a person is the only employee in the Library, or where the employee does not have direct contact with a co-worker and in the event of injury, health impairment, victimization, or other foreseeable life-threatening emergency, assistance is not readily available.

This includes library staff who work alone and:

- handle money.
- are at risk of workplace violence because their work site is isolated from public view.
- travel alone on Library business.

Workplace Includes any location where Grey Highlands Library business or work-related activities are performed, including traditional work premises; vehicles; work-related travel assignments outside of the

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office; other off-site work locations; residences of homebound patrons, etc.

POLICY

The Grey Highlands Public Library Board is committed to implementing a system to support the safety and security of employees working alone. The 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 and ensure that workers are informed of the hazards and methods used to control or eliminate them.

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.

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.

Provide documentation of experiences working alone, current concerns and suggestions for improvement, which will be collected through one-on-one interviews and library site inspections by the designated Health & Safety Library representative.

Training

The CEO and Health & 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.

Related Documents:

Original Approval: 2010-09-02 Motion: 30-2010

Grey Highlands Public Library Board Personnel Policy

Grey Highlands Public Library Board Emergency Policy

Grey Highlands Public Library Health and Safety Policy

Occupational Health and Safety Act R.S.O. 1990, CHAPTER O.1

Bill 168 An Act to amend the Occupational Health and Safety Act with respect to violence and Harassment in the workplace and other matters. R.S.O. 2009 Chapter 2

Bill 132: An Act to amend various statutes with respect to sexual violence, sexual harassment, domestic violence, and related matters (Statutes of Ontario, 2016, Chapter 2)

APPENDIX A- PROCEDURES

Hazard Control:

1. Strive for a minimum of two staff members in the Library during hours of operation.
2. All work areas shall be kept tidy and clutter-free to avoid the potential for personal injury.
3. All entrances to the Library will be kept locked after hours and no unauthorized persons will be admitted.
4. The parking lot will have enough lighting to provide an atmosphere of safety and security.
5. Staff working alone at the Library or another work site before and after office hours will have personal phones with them for immediate communication should the need arise.
6. Staff working alone will wear or have close at hand security pendants available inside the library branch.
7. Cash shall not be counted or left unattended in public areas.
8. Staff working alone will notify a co-worker or a family member upon arrival to work and of the time they expect to return home and the course of action to follow should they not arrive. (ex. provides contact information for at least two library staff members who have a key to access the building).
9. Staff attending conferences for more than one day will check in with a co-worker or family member daily.
10. 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.
11. Staff are to be observant and aware of their surroundings when working alone at the worksite. This includes looking and listening, keeping car keys close at hand, observing areas around and inside vehicles, and using caution with carrying and storing valuables.
12. Established opening and closing procedures at each branch shall be followed.