

TOWN OF MCLENNAN LIBRARY BOARD WORKING ALONE POLICY

The McLennan Public Library complies with the Provincial *Occupational Health and Safety Act, Ch 0-2, RSA 2000* to ensure that employees required to work alone can do so safely.

Definition

The Library considers an employee or volunteer to be working alone as work carried out in an area where normal means of contact (e.g. verbal, sight) are not available so that the potential risk of existing hazards is increased to the extent that extra precautions are needed.

Guidelines

- The Library will identify as part of a hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards
- Establish that employees and volunteers have an effective way of communicating with other people who can respond in the case of an emergency
- Ensure that employees are trained and made aware of the hazards of working alone and the preventative steps to be taken to reduce potential risks

Safety Measures

- Telephone accessibility at the circulation desk and in the children's area
- Arrangement of furniture or shelving is placed at an angle to ensure that aisles are visible.
- Computer stations are near the circulation desk for easier monitoring.
- Monies are stored in a locked drawer.
- In the case of emergency call **911**.

Approved: May 2015
Reviewed: December 2018
Revised: February 2019
Next review: January 2021
Board Chair: