

Section		Health and Safety		Section #	7
Sub-Section:		Policy Statement			7.0
Topic		Working Alone Safety Plan			Attachment

<b>Section I</b>	<b>Procedure</b>
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Working alone has the potential to threaten personal safety.

Staff and volunteers will never be scheduled to work alone during open hours. Staff and volunteers will be permitted to work alone outside of regular business hours and during occasional travel via automobile (eg. off-site meetings).

It is for this reason that the Work Alone Policy and this plan exists. Staff should review the Work Alone Policy and this plan regularly so that they may best practice safety.

<b>Section II</b>	<b>Hazard Control</b>
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1. When opening the building:
  - a. Did the alarm beep when you entered? Is there evidence that someone else has been in the building? If so call out. It could be other staff or maintenance.
  - b. If no one responds and you are unsure, back out and call for assistance (police or Library CEO);
  - c. If you are not concerned, you may enter;
  - d. Always keep the staff door closed until second staff or volunteer is in the building;
2. When closing the building:
  - a. Announce 15 minutes and 5 minutes before closing;
  - b. Lock all entrances;
  - c. After locking the doors, inspect the building. Check stacks, bathrooms, program rooms, and hallways, announcing as you go. Do not let second staff or volunteer leave until this is completed;
  - d. Now you know no one is in the building;
  - e. Now you may proceed to cleaning and closing the building. After hours work.
3. When remaining in the building outside of business hours:
  - a. Be aware of your facility. Doors should be kept locked and no unauthorized persons are to be admitted.
  - b. To avoid the potential for personal injury, no persons working alone shall climb onto ladders or chairs to undertake heavy lifting or any other unsafe work practices such as repairs to office equipment.
  - c. Staff working alone shall notify a co-worker or family member of the time

they expect to return home and the course of action to follow should they not arrive (eg. Provide contact information for at least two municipal employees who have a key to access the building).

- d. When leaving the building check your surroundings. You may call the Library CEO or family member when you leave to stay on the line while you walk to your vehicle.

### Section III

### Contact with the Public (off site meetings)

1. Arrange to meet clients in a 'safe' environment where other people are around.
2. Wear comfortable, professional clothing and practical shoes which will enable you to leave quickly if necessary.
3. Carry only what is necessary.
4. Be alert and make mental notes of your surroundings when you arrive at a new place.
5. Maintain a 'reactionary gap' between yourself and the client (e.g., out of reach of the average person's kicking distance). Increase the gap by sitting across from each other at a table if possible.
6. Always take your cell phone with you and keep it in a place you can access quickly.
7. If you are referring to written material, bring two copies so that you can sit across from the client, not beside.
8. Ask a colleague or "buddy" to come with you if something makes you feel uneasy. Tell your supervisor about any feelings of discomfort or apprehension about an upcoming meeting.
9. Keep records and indicate if the client is known to be aggressive, hostile or potentially violent. Do not leave out incidents that make you feel apprehensive.

#### DO NOT:

- Do not enter any situation or location where you feel threatened or unsafe.
- Do not carry weapons of any type, including pepper spray. Weapons can be easily used against you and are illegal in some jurisdictions.

<b>History:</b>			
Date of Original Board Motion:	September, 2019	Motion #	
Date of Amendments: (if any)			
Date of Next Review:	September, 2020		

<b>Attachments:</b>	<ul style="list-style-type: none"><li>• Working Alone Hazard Assessment Form</li><li>• Working Alone Safety Policy 7.15 (Township Policy)</li><li>• Respect in the Workplace 7.17 (Township Policy)</li></ul>		
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