

Lib-06-017

Section: Tofield Municipal Library Staff

Title: Working Alone

1. Tofield Municipal Library prioritizes the health, safety, and well-being of its employees, and will strive to ensure that all appropriate safeguards are enacted to protect its employees that must work alone or in isolation.
2. Wherever possible there will be at least two staff scheduled to work in the library during all hours of public access (see Policy Lib-05-008 Hours of Work, Pay Periods and Salaries).
3. When only one staff member is available to work, the library may operate with one staff member.
4. If no staff members are available, or if the library manager feels that one staff member is unable to handle the workload alone, the library may be closed.
5. Working alone at Tofield Municipal Library has been deemed a low risk for employees working alone. The Tofield Municipal Library is located on Tofield's main street and within close vicinity of local law enforcement. Parking area is well-lit and working alone employee(s) can park close to entrance door. There is access to a telephone system.
6. To comply with the Occupational and Health Safety (OHS) Code, the Library has adopted the following procedures
 - a. When possible, employee(s) will not work alone for more than three hours per shift.
 - b. The Library Manager's office will always remain open, with lock engaged. This will be used as safe room that can be locked, and necessary phone calls can be made.
 - c. Emergency phone numbers are posted on the bulletin board in the Library Manager office and staff workspace.
 - d. Alarm system will be set on leaving the building.
 - e. Employee(s) will contact Library Manager, or designate, when they arrive home after working alone.
7. The potential hazards of an employee working alone are
 - a. Injury by an intruder
 - b. Injury by accident (I.e., slip and fall)
 - c. Medical emergency of themselves or a patron
8. Employee(s) required to work off-site are to check-in upon arrival/return and check-in when delayed En-route or arriving after expected times. If employee(s) becomes unreachable while off-site, the police will be contacted and provided with
 - i. Employee name.
 - ii. Vehicle details including make, model, colour and license plate number.
 - iii. Cell phone number and time of last communication with employee.
 - iv. Last known location.

Latest Revised Date: June 15, 2023