

**PEACE LIBRARY SYSTEM****WORKING ALONE**

(REQUIRED BY OCCUPATIONAL HEALTH AND SAFETY LEGISLATION)

CATEGORY: Management and Operations

POLICY: M8-17

DATE APPROVED: November 25, 2017

REVIEW IN: 2022

**POLICY:**

Peace Library System strives to ensure that its employees are safe while working alone on any Peace Library System business. Preventative measures will be taken to eliminate or minimize risks to employees.

**PROCEDURES:**

In accordance with the revised General Safety Regulation (AR 448/93) which incorporates safety rules for “working alone” situations into Part 28 of the Occupational Health and Safety (OHS) Code, Peace Library System will ensure that adequate safety precautions are taken when employees work alone at Headquarters or travel alone on System business.

*In accordance with Part 28 of the Occupational Health and Safety Code, working alone applies if the worker is working alone at a site or on the road, and assistance is not readily available if there is an emergency or the worker is injured or ill. An employer must provide an effective communication system for anyone working alone and contact must be at regular intervals of time.*

**1. Working Alone in the Building****a) Employer Responsibilities**

Provide a secure facility with a proper security system. Outside of business hours, the building is kept locked and armed. Staff members who work after hours are trained to activate and deactivate the building alarm. Once in the building, the door locks upon closing.

Ensure that there is access to telephones throughout the building for staff to call for help.

Ensure that the site area and parking lot are well lit at all times.

Establish a communication system, appropriate to the hazards involved, for employees to contact other people who can respond to their needs.

b) Employee Responsibilities:

When working alone, employees should arrange to contact designated family members or colleagues at regularly established intervals.

Employees who work after hours at headquarters will take responsibility for their safety by following the procedures outlined below:

- Carry cell phones on their person when in the building.
- Ensure that locations of land lines are known.
- Phone 911 using cell or landline in case of emergency.
- Keep exterior doors locked while alone in the building.

If employees are unsure of safety in the parking lot, they should not leave the building until appropriate authorities are contacted to deem the situation safe.

**2. Travelling Alone on System Business**

a) Employer Responsibilities

Peace Library System will ensure that adequate safety precautions and communication devices are in place when employees travel alone on System business, as outlined in the Staff Travel Policy.

b) Employee Responsibilities

Employees who are travelling alone for meetings, training or consulting visits will take responsibility for their safety by following the procedures outlined in the Staff Travel Policy

If adverse weather conditions are present, the following procedures will be put into place:

- If an employee knows that his/her return time is going to be after regular office hours, or later than expected, the employee will advise his/her supervisor or designate before 4:30 p.m. The supervisor or designate will confirm that a procedure is in place to ensure safe travel back to headquarters or to the employee's home.
- The employee will contact a designated person upon arriving home after hours.

- If an employee is overdue from a road trip by more than two hours, tracking procedures will be put in place. This may involve calling the employee on the cell phone, calling the employees home or calling the last library the employee visited. As a last resort, it may involve calling the local RCMP.

When returning from a road trip after hours, an employee should not exit the vehicle if activity in the parking lot at headquarters is deemed unsafe. Employee should leave the premises and contact the appropriate authorities.

### **3. Emergency Situations That Occur While en Route**

If there is an emergency while on a road trip after hours, the employee should call 911 and contact his/her supervisor or designate at home as soon as possible.

The employee will let his/her supervisor or designate know once the situation is resolved.

If no further contact is made by the employee within two hours of calling the supervisor or designate to initially report the emergency, tracking procedures will be put in place. These may involve calling the employee on the cell phone, calling the employee's home, or calling the last library the employee visited. As a last resort, it may involve calling the local RCMP.

Chair's Signature \_\_\_\_\_

