

Town of Hanna Library Board

Work Alone Policy

Safe Work Practice: Working Alone at Library

Working Alone is defined as working by oneself at a work site in circumstances where assistance is not readily available in the event of an injury, illness or emergency. Examples of those who could be at risk from working alone include those who: work in sites isolated from public view, work by themselves without close or direct contact with co-workers, travel alone or do hazardous work with no routine interaction with the public, travel away from base offices to meet clients, or handle cash.

Hazard Identification and Safety Orientation/Training:

The Library board and director 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.

The Library board and director will ensure employees are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.

Procedure to follow:

If you are leaving the library alone at night, exit through the back collection room entrance

If driving, position your vehicle to the best possible location for leaving the building at the end of your shift before all other workers have vacated the area

If working alone during the library's regular operating hours, ensure you have the panic button on your person at all times. The Library will, where practical, establish an effective means of communication appropriate to the hazards involved for employees to contact other people who can respond to the employee's need. Alternatively, the employee may be visited by and may contact a competent worker or their employer at intervals appropriate to the nature of the hazards.

Before and after working in a remote area of the library (ex. second floor archive) check in with another library staff member

If working alone before the library opens in the morning, lock all external library entrances/exits including the main entrance

If working alone after the library closes for the evening, lock all external library entrances/exits.

Approval Date: June 5th, 2023

Date for Review: June 2025