

Town of Beaverlodge Library Board Policies

Policy Name	Working Alone and Hazard Assessment		
Policy Number	14		
Legislative Authority	<i>Occupational Health and Safety Act, Regulations and Code Part 28</i>		

Purpose To provide a safe environment for Library staff and volunteers when working alone.

Definitions: Working alone means a staff member or volunteer working in the Library when no other staff or volunteer working with them, and assistance in the event of an injury, illness or emergency is not readily available to them.

Hazard means an existing or potential safety hazard in the workplace associated with working alone. A hazard includes a situation, condition or object that may be dangerous to the safety or health of staff or volunteers.

Library Board means Town of Beaverlodge Library Board.

Policy

1. The Library Board is responsible to ensure the Library Manager:
 - 1.1 Makes every attempt to schedule staff and volunteers in such a way as to avoid working alone.
 - 1.2 Conducts a Hazard Assessment, as prescribed in the *Occupational Health and Safety Regulation*, to identify existing or potential safety hazards in the workplace associated with working alone.
 - 1.3 Implements safety measures to reduce the risk to staff and volunteers from the identified hazards.
 - 1.4 When working alone does occur:
 - Ensures staff and volunteers have an effective way of communicating with their immediate supervisor or employer, or other designated person in case of an emergency situation
 - Regularly schedules contact between the designated person and the staff or volunteer at appropriate intervals.

2. The Library Board is responsible to:
 - 2.1 Respond within 72 hours to unresolved safety concerns brought forward by the Library Manager, staff, volunteers or patrons.
 - 2.2 Advocate for the recruitment of volunteers, and if necessary, Library Board members volunteer to minimize working alone situations.

Original Effective Date:	2014		
Reviewed and Revised Effective Date:	Sept. 19, 2018	Chairperson's Signature	Chairperson's Name
Review Due Date:	September 2020		