

Category: Operational OP-03
Policy Name: **Working Alone Policy**
Date Approved: June 26, 2017

The Lake of Bays Township Public Library Board (the Board) will ensure employees are trained and made aware of the risks of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.

Definition:

The Library considers an employee to be working alone if they work by themselves in circumstances where assistance is not readily available when needed.

Examples of employees who could be at risk when working alone include those who:

- only person working in the library
- work in areas isolated from public view
- travel alone on Library business
- handle cash

Working alone has the potential to threaten personal safety in the following situations:

- where staff may be subject to harassment or violence
- where staff must interact with agitated, aggressive or violent persons; or
- where staff may become injured and are unable to seek medical attention.

Risk Control

1. It is the preferred policy of the Lake of Bays Township Public Library Board that there be two staff on duty in the branches at all times. Notwithstanding this policy preference, it is recognized that budget limitations and other operational circumstances (e.g. vacation coverage, sickness, training etc.) may require that staff have to work alone. In such circumstances, workers will not work alone without prior consent of the Branch Librarian. Students and volunteers will not work alone.

2. No person working alone shall climb on ladders or chairs or undertake heavy lifting or any other unsafe work practices.
3. Staff working alone will carry the portable panic button on their person at all times.
4. All entrances to the Libraries are to be kept locked after hours and no unauthorized persons are to be admitted.
5. Parking lots shall have sufficient lighting to provide for an atmosphere of safety and security.
6. Staff observing any suspicious activity or persons while working alone shall put their own safety first and call for appropriate assistance. If the situation has the potential for violence they should immediately call 911 for assistance.

The Library will maintain a list of emergency contacts and post in an identified staff area, and provide direction who to call for assistance.

Related Documents

Human Resource Policy

Health & Safety Policy

Volunteer Policy

Signature of the Chairperson _____

Document Revision Record:

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