

HR 197 Working Alone Guideline

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The County of Prince Edward Public Library Board has established that no staff member shall work alone during evening hours. Evening hours are defined as the time between four (4) pm and seven (7) pm. For those occasions when, due to illness or other circumstances this cannot be avoided, these procedures shall be adhered to.

1. Staff shall be scheduled in such a way as to avoid a working alone situation during evening hours of opening. Schedules shall be prepared in advance to eliminate possibility of oversight.
2. On occasions (when due to illness or lack of available staff) only one person is left in charge of a branch, that person shall ensure that the CEO or other designated person is aware that they are working alone.
3. All unused spaces should be locked.
4. All outside lights shall be maintained in working order.
5. No tasks involving climbing or heavy lifting shall be undertaken.
6. The staff person shall work facing the public and carry an alarm fob or telephone with them at all times.
7. All phones shall have emergency numbers posted nearby.
8. Any situations of an unsettling nature shall be reported to the CEO as soon as possible or within twenty-four (24) hours.
9. Only experienced staff shall be left in charge of a library.
10. When working alone, staff shall refrain from using an elevator.
11. Staff shall stay in areas with good visibility and sight lines.

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