

Chatham-Kent Public Library

Working Alone Policy

Purpose

This policy is to ensure appropriate due diligence by supervisors and staff and to promote safe work procedures for the health and safety of persons working alone.

Scope

This policy applies to all staff working alone in a Chatham-Kent Public Library (CKPL) location.

Definitions

Working alone describes situations where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker.

Hazard means a situation, condition or thing that may be dangerous to the safety or health of workers

Policy Statement

Chatham-Kent Public Library is committed to providing a safe and healthy work environment for staff and members of the public who use the library.

Content

Occupational Health and Safety

CKPL ensures that funding, time and resources are dedicated to training staff in safety, security and emergency procedures.

CKPL requires each individual staff member to take responsibility for their own health and safety. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.

Requirements of Occupational Health and Safety Act (OHSA) for duties for CEO/Managers:

- Provide information, instruction and supervision to a worker to protect the health or safety of the worker

- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, or equipment
- Take every precaution reasonable in the circumstances for the protection of a worker
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker

Working Alone

Working alone situations shall be identified and assessed co-operatively by managers and their staff. CKPL will include the Working Alone policy review to be specifically addressed in new staff onboarding.

Working alone safety procedures shall be documented and reviewed annually. The procedures shall identify the occupational hazards, procedures for personal safety, recommended training and the procedures for reporting and securing emergency assistance in the event of an incident.

- Copies of working alone safety procedures shall be provided by managers to the staff who are required to work alone.
- Managers shall provide on-going training and instruction to staff for their working alone situations.

CKPL recognizes that staff safety is paramount and agrees that appropriate supports will be put in place for staff working alone. Library staff acknowledge that due to location assignment, working alone is a routine part of their duties.

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Author: C. Beauvais

Background Documents: Code of Conduct,

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.