

## Trochu Municipal Library

### Working Alone Policy

1. Occupational Health and Safety Code requires employers to:
  - Identify existing or potential hazards of working alone
  - Implement measures to reduce risk
  - Ensure an effective means of communicating in case of emergency
  - Ensure staff can perform their jobs safely
  
2. Staff at the Trochu Municipal Library are working alone on a regular basis, but not usually away from sight of the general public.
  
3. If an employee recognizes a potential hazard or safety risk to self or a patron:
  - If the hazard is environmental evacuate the building immediately and call 911
  - If the hazard is instigated by another person seek the assistance of others who may be available in the library and attempt to have the offending person leave the premises and lock the building.
  
4. A phone list of Board members and employees shall be posted in strategic locations for employees to call for assistance if they have any concerns. Employees are encouraged to have the portable phone available to them at all times.

Dated November 2006

Reviewed and revised February 2019

Approved by the board June 11, 2019

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Randy Lacey, Board Chairperson