

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.47

**Associated Documents:**

- Occupational Health and Safety Act, (OHSA), R.S.O. 1990
- Canadian Centre for Occupational Health and Safety
- Ontario Public Library Guidelines

### Legal Framework

The Board is subject to the *Occupational Health and Safety Act, (OHSA), R.S.O. 1990*, the Canadian Centre for Occupational Health and Safety and the *Ontario Public Library Guidelines* pertaining to the work alone policy requirement.

#### **HS.3.1 Definition**

A person is "alone" in the workplace when they are on their own, or when they cannot be seen or heard by another person. While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is high or low risk will depend on the location, type of work, interaction with the public, and/or the consequences of an emergency, accident, injury, etc. Each situation must be assessed individually for potential risks.

#### **HS.3.1 Work Alone Program**

1. The CEO shall assess risk for working alone on each site of the Blue Mountain Public Library, including each branch and museum.
2. The CEO shall develop a Program for working alone which describes the implementation of appropriate safety protocols.
3. The Work Alone Program shall be distributed to each employee and to each location, and be specific to each building of the BMPL.
4. The Program shall identify:
  - 4.1. Occupational hazards,
  - 4.2. Procedures for personal safety,
  - 4.3. Special training, and
  - 4.4. Securing emergency assistance in the event of an incident.

#### **HS.3.1 Working Alone**

1. It is the preference of the CEO to have at least two employees in a building during open hours. It is acknowledged that this may not always be possible due to funding, scheduling conflicts, and sick leave/vacations, and buildings which are multi-area or multi-storey.
  - 1.1. Employees shall not work alone without the prior consent of the CEO;
  - 1.2. Employees shall not work alone without access to a panic button;
  - 1.3. No student, volunteer or youth worker (under 18) shall be allowed to work alone in the building; and

2. All Personnel shall receive training for work alone situations which shall include:
  - 2.1. Emergency response procedures, including fire, lock down and hold and secure
  - 2.2. Security systems operation
  - 2.3. Use of panic buttons
  - 2.4. Procedures for handling/securing money and other valuables (technology hardware)
  - 2.5. Procedures for accommodating people with special needs
  - 2.6. Procedures for addressing confrontational individuals (crisis intervention techniques/maintaining a reactionary gap)
  - 2.7. Procedures for closing and exiting the building when alone/last to leave.
3. It is the responsibility of the individual employee to ensure they understand the procedures in place for each Work Alone Program to ensure their safety and security. This includes:
  - 3.1. Understanding how to use security panels at the Craigleith Heritage Depot;
  - 3.2. Familiarity with the use of panic button(s); and
  - 3.3. Knowledge of the proper procedures for closing and exiting the building at closing.

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