POL-ADM.2018.47	Title: *Work Alone*
	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 • PLAN.HS.2018.1 Work Alone Program
	Original Approval: 04-19-2018
	Amended On: 05-16-2019; 05-16-2024; 05-14-2020; 05-20-2021;
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Legal Framework

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

ADM.2018.47.1 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. Ontario does not have a specific regulation regarding working alone, and instead, reliance is placed on the Employer's duty to take all reasonable precautions, as specified in the Occupational Health and Safety Act (OHSA), R.S.O. 1990.

ADM.2018.47.2 Work Alone Program

1. The CEO, in partnership with the JHSC, shall assess risk for working alone on each site of the Blue Mountain Public Library.
2. The CEO, in partnership with the JHSC, shall develop a Work Alone Program 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.

ADM.2018.47.3 Working Alone

1. It is the preference of the CEO to have at least two employees in a building during opening 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-story.

1.1. Employees shall not work alone without the prior consent of the CEO.
1.2. Museum employees shall not work alone without access to a panic button; and
1.3. No student, volunteer, or youth worker (under 18) shall be allowed to work alone in the building.

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); and
   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 own safety and security.