

## Working Alone Policy

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<i>Topic</i>	Health and Safety
<i>Authority</i>	Board
<i>Related Documents</i>	<a href="#">Alberta Occupational Health and Safety Code, Part 28</a> WBRL Working Alone Directive

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Wood Buffalo Regional Library (WBRL) is committed to the safety of its employees and volunteers. WBRL considers an employee or volunteer to be working alone if they work by themselves at a work site in circumstances where assistance is not readily available when needed. Examples of employees or volunteers who could be at risk from working alone include:

- Employees who are at risk of violent attack because their work is isolated from public view.
- Employees who are inside the Library working isolated, with no other colleagues present.
- Employees who travel outside of the facility to meet clients or customers. This could include employees who travel alone but do not have regular communication with colleagues or clients.
- Employees who handle cash.

WBRL complies with provincial Occupational Health and Safety legislation regarding working alone.

WBRL and the Joint Health and Safety Committee:

- Identifies the potential hazards of working alone and takes practical steps to eliminate or control the hazard.
- Establishes a Working Alone directive, including effective means of communication appropriate to the hazards involved for employees and volunteers to contact other people who can respond in the case of emergency situation.
- Ensures employees and volunteers are trained and made aware of the hazards of working alone and the preventative steps to be taken to reduce potential risks.

Managers and supervisors are responsible for implementing the Working Alone Policy and Directive and establishing departmental procedures for their direct reports.

### **History**

*Created: June 17, 2020.*

*Revised: April 19, 2022. April 19, 2023.*