

5.5 Working Alone

The Town of Coaldale Library Board is committed to protecting the safety of its staff and to maintaining a work environment free of hazards.

1. If staff is working alone in the Library, then:
 - a. access to a phone for use in an emergency situation must be available
 - b. the staff must have prior training on the requirements and responsibilities of working alone
 - c. the staff must demonstrate knowledge of who to call for assistance
 - d. there must be easy access to phone numbers for the following:
 - i. emergency services
 - ii. Town of Coaldale office during office hours
 - iii. Town of Coaldale office during non-office hours.
2. The Head Librarian is responsible for providing staff with training on working alone and implementing safety procedures.