

<b>STATEMENT OF POLICY AND PROCEDURE</b>			
Section:	NLLS Employee(s)	Effective:	May 13 2017
Chapter:	Workplace Health and Safety	Page(s):	2
Subject:	<b>Workplace Alone</b>	Revised Date:	Sept 8, 2018
			Sec 1, 2B
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## **WORKPLACE ALONE**

[https://work.alberta.ca/documents/WHS-PUB\\_wa002.pdf](https://work.alberta.ca/documents/WHS-PUB_wa002.pdf)

1. NLLS is committed to the health, safety and well-being of its employees, and will strive to ensure that all appropriate safeguards are enacted to protect its employees that must work alone or in isolation.
2. Working alone at NLLS headquarters NLLS has determined that the risk is low for employees working alone at the NLLS headquarters building. The NLLS headquarters building is located off a well-traveled highway and within a close vicinity of local law enforcement. All entrances are locked and checked at the end of each work day. There is a well-lit parking lot. There is access to a telephone system. As well, no employee is required to work alone after regular work hours. It is normally the employee's request to do so and must be authorized by Executive Director or the Department Manager.
  - a. When an employee is working alone outside of regular work hours in the building the following protocol must be followed:
    - a. Employee must have authorization from the Executive Director or Department Manager to remain in or enter the building after regular work hours;
    - b. Employee must report to the Executive Director or Department Manager the amount of time the employee will remain in building and the employee must report to the Executive Director or Department Manager by email or telephone when they have left the building;
    - c. Employee must set building security alarm when leaving the building;
3. Failure to follow this protocol will result in a performance management review.
4. Working alone while travelling on NLLS business
5. Frequently NLLS employees make site visits to member libraries or to meetings / conferences on NLLS's behalf. In general, NLLS employees will meet with people that are considered colleagues and constitute a low hazard risk.
6. Vehicle travel within Alberta

7. NLLS employees often travel alone while making site visits. While travel within Alberta is generally by road on paved primary or secondary highways, weather conditions may affect driving as well as any emergency situations such as mechanical breakdowns or collisions. In general, the hazard assessment for this type of situation is considered low to moderate and the following protocol must be followed:
- a. Employee must provide the Executive Director or Department Manager the intended destination and approximate estimated time of arrival and departure. NOTE: NLLS drivers follow known schedules for destinations and times of arrival. Drivers do not need to check-in upon arrival/return unless delayed en-route or if returning after regular business hours;
  - b. Employee(s) must check-in with the Executive Director or Department Manager by email or telephone when they have reached their destination and when they are to leave destination;
  - c. If an Employee fails to check-in upon arrival at destination or return to headquarters, the Executive Director or Department Manager will attempt to contact employee a minimum of three (3) times within 90 minutes before following emergency procedures as noted below: - calling the last known location to ensure employee has left;
  - d. If not there, the police must be contacted in the last known location of the employee and provide them with
    1. Employee name;
    2. Vehicle details including make, model, colour and license plate number;
    3. Cell phone number;
    4. Time of last communication with employee.
8. Employees must use NLLS vehicles whenever possible as vehicles are maintained mechanically according to a strict maintenance schedule.