**WORKING ALONE**

The MD of Greenview Library Board is committed to the safety of its employees and volunteers. The Board considers an employee or volunteer to be working alone if they work by themself 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 those who work in sites isolated from public view or who work by themselves without close or direct contact with fellow employees. The MD of Greenview Library Board complies with provincial Occupational Health and Safety legislation regarding working alone.

The MD of Greenview Library Board will:

* Identify the potential hazards of working alone and will take practical steps to eliminate or control the hazards
* Establish procedures 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 an emergency situation
* Ensure 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

Created: May 11, 2019

Reviewed: March 12, 2022

Reviewed: February 11, 2023