

MANUAL OF ADMINISTRATION

TOPIC: HEALTH AND SAFETY	SUBJECT: Working Alone	Code: HS295
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PURPOSE:

To communicate to Avenue II employees prevention strategies while working alone. Avenue II will minimize/prevent hazards from occurring to their employees by providing a safe work environment through the provision of mandatory health and safety training.

EMPLOYEE RESPONSIBILITIES:

1. Participate in Non Violent Crisis Intervention and other related training as identified.
2. Follow safety procedures in place for each work location.
3. Ensure First Aid Training is current and first aid supplies are available.
4. Report and document all incidents, injuries and near misses immediately to a Manager or On Call Supervisor.
5. Know where fire exits are located and know what the emergency exit plan is in case of fire.
6. Be aware of working alone and personal safety strategies.
7. Assess your work environment each and every shift for safety hazards as per HS 222 – Workplace Inspections (Daily).

EMPLOYER RESPONSIBILITIES:

1. Ensure each employee is regularly trained in Non Violent Crisis Intervention, First Aid and any other related training as identified.
2. Ensure safety procedures are in place where required and each employee is aware of procedures to follow. (i.e. Emergency Response Button).
3. Ensure that staff are trained in the emergency exit plan and an alternate exit plan in case of fire for all work locations.
4. When incidents do occur:
 - offer debriefing and/or direct employee to the Employee Assistance Program
 - investigate incident thoroughly to prevent future problems

WORKING ALONE STRATEGIES:

1. Be observant – look and listen
2. Post emergency numbers by the telephone for easy access.

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3. Where possible, ensure that at least one telephone is not a cordless telephone and requires no power so that communication remains available during power failures.
4. Understand how to contact Avenue II in the event of an emergency.
5. Always be aware of your surroundings. If you feel unsafe let your Manager or On Call Supervisor know immediately.
6. Carry a cell phone and flashlight if possible.

PERSONAL SAFETY STRATEGIES:

1. Avoid isolated or deserted stairways.
2. While waiting for an elevator, if you are unsure of the occupants, wait for the next elevator.
3. If someone gets on the elevator after you and you're not comfortable with them, get off.
4. Before you take the keys to your vehicle out be aware of your surroundings by looking around to ensure you are safe. As you approach the vehicle have your keys in your hand so that you do not have to linger before entering the car.
5. View the interior of your vehicle before entering to ensure no one is hiding inside, even if the doors were locked.
6. Always lock your car after entering and when leaving it.
7. Avoid short cuts through parks, vacant lots or unlit areas.
8. Try to park in well-lit areas and make a note of where you've parked.
9. Plan your route to and from your work location that offers the most safety.
10. Maintain a full tank of gas in your vehicle.
11. Leave valuables at home.
12. Do not sling purses or bags over the shoulder or around neck.
13. When entering or exiting locations, use windows, camera, peep holes to assess safety.
14. Carry a whistle or personal alarm to call for help.
15. Check area outside before exiting a door at night (i.e. bushes, buildings) with a quick visual scan.