

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> Working Late at the Office, 122 South Cumberland Street	<b>Code:</b> HS302
		<b>Date of Issue:</b> September 2022
		<b>Revised:</b>
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### **Purpose –**

This policy will outline the protocols to safely enter and exit the offices at 122 S. Cumberland St outside of office hours. All staff (regardless of position) who work in the office after hours must be mindful of personal safety and follow applicable safety protocols.

### **Definitions –**

Safety protocols - This may include parking out front of the office doors, checking the cameras before you leave and looking out the office door window to ensure a safe exit. Also, texting your supervisor or on-call that you are leaving the office and when you are safely in your car is another safety protocol that can be implemented.

Office hours – 8:00 a.m. to 4:30 p.m. Monday through Friday with the exception of Statutory Holidays.

### **Protocols -**

Staff may remain onsite alone until 6:00 p.m. without any enhanced safety protocols in place to exit safely to their vehicles. It is strongly recommended that cars are parked close to the doors to limit the amount of time it takes to securely access your vehicle.

Staff may enter the building between 7:00 a.m. and 8:00 a.m. on weekdays without any enhanced safety protocols.

Staff accessing the office on the weekends alone should only be during daylight hours and not past 6:00 p.m. or before 8:00 a.m.

If a staff wishes to remain onsite alone between 6:00 to 8:00 p.m., permission must be obtained in advance from their supervisor and also indicate a safe exit plan based on acceptable safety protocols.

Staff may remain on site past closing provided there are two or more people remaining. All staff must leave together and ensure all people staff make it safely to their cars. Staff attending training should be advised of safety concerns when leaving the building accordingly.

Staff are not normally permitted to remain on site alone past 8:00 p.m.

Staff returning to the office before 8:00 p.m. must have a safe entry and exit plan that includes notifying someone of entering and exiting the building safely.

Staff returning to the office after 8:00 p.m. must have someone with them (fellow staff, friend, family member) accompany them to the office and must park as close to the doors as possible.