PATHWAYS ABILITIES SOCIETY

POLICY: WORKING ALONE, SECURITY, KEYS AND CODES
Applies to: All Personnel, Volunteers and Persons Served

Original Approval Date: June 27, 2005
Date Board Approved: January 19, 2026
Replaces Policy Dated: April 4, 2022

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Board Member's Signature

PREAMBLE

Pathways Abilities Society is committed to ensuring the health and safety of all employees, volunteers and the people we support. Pathways Abilities Society will do the utmost to protect all.

It is rare for a Pathways Abilities Society employee to work alone. They are providing services to people with diverse-abilities and therefore, are in constant contact with people. There is consistent contact, check-ins and communication at the start and end of shifts, during transition periods and shift times, in person, electronically and by telephone.

POLICY

Employees working alone will have emergency contact information available and are orientated to preventive practices preparing them for potential safety problems. Emergency contact information is posted in all service areas. Each employee receives an emergency contact information page in their orientation.

Employees working alone have access to multiple communication devices. Communication devices include IPads, computers/laptops, cellphones and portable landlines. If all else fails, pull a fire alarm to attract assistance in case of an emergency.

Employees working alone in an overnight awake or overnight asleep position will complete a service area "check-in" at least once during their shift as outlined in the "Working Alone, Security, Keys and Codes" procedure. The type of check-in will depend on if the position is Awake Overnight or Asleep Overnight. Asleep overnight employees will check-in with one another while working alone at the beginning of their shift. Awake overnight employees will check in at pre-determined times throughout the night through a third party.

Pathways Abilities Society ensures all facilities' windows and doors are equipped with a locking device. Employees working alone ensure all external doors and windows are secured/locked when commencing their shift and prior to leaving.

Pathways Abilities Society ensures there is proper lighting in the interior and exterior of the service sites. Employees working the overnight shift ensure exterior lights are on during their shift.

Employees report any malfunctioning locking devices or lighting problems to the area supervisor/manager or designate.

Employees will not invite unknown persons into or onto the premises.

All buildings owned by Pathways Abilities Society that require security systems are equipped with a security system. Staff is orientated to the system and required to arm and disarm the system as required.

The executive director and the board president or designate are authorized to issue keys, codes and security cards to employees who have passed their probation, in the case of leadership staff keys and code may be issued after 3 months and external groups requiring access to facilities. The executive director maintains a list and is responsible for obtaining keys when they are no longer required. The executive director or designate is responsible for obtaining duplicate keys. Excess keys are kept in a secured location.