**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Health and Safety |
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| Date Created: | March 2017 |
| Date Reviewed: |  |
| Authority: | Director |

**Workplace Safety – Two Persons Working At All Times**

**Policy:**

It is the policy that all staff of the Women’s Counselling Centre that staff, students and volunteers working at the Centre will be kept as safe as is reasonably possible.

**Procedure:**

All attempts are made to ensure that there are always at least two staff members, or students and volunteers in the Counselling Centre at all times.

It is for this reason, that no more than two people are approved for vacation days at any time.

As we are a small staff, there are occasional possibilities when one staff member, student or volunteer may be alone in the WCC section of the building. However, there are always other staff members in different parts of the building who are available in case of emergency.

In the event that only one person is in the WCC at any one time, that person must ensure that:

* 1. No clients are in the WCC at the time. Therefore any pre-arranged client appointments must be rescheduled or the client must be seen in a different part of the building where there are additional staff persons present.
	2. The staff person must wear or keep with them the Security Panic Button. See the Personal Security Alarm / Panic Button Policy.
	3. The staff person must check in periodically with another staff member in the building to ensure the safety of the staff member who is in the WCC part of the building. As staff members in the building vary from time to time, this must be arranged by the WCC staff person when the need arises.