

PART 4: GENERAL CONDITIONS

WORKING ALONE OR IN ISOLATION

Late night retail safety procedures and requirements

“late night hours”

“late night retail premises”

“violence prevention program”

4.22.1 (1) In this section:

means any time between 11:00 p.m. and 6:00 a.m.;

means

- (a) a gas station or other retail fueling outlet, or
- (b) a convenience store or any other retail store where goods are sold directly to consumers that is open to the public for late night hours;

means a program implemented under subsection (2) (b) (iii).

(2) If a worker is assigned to work alone or in isolation in late night retail premises and there is any risk of harm from a violent act to the worker, then, in addition to any other obligations the employer has under sections 4.20.2 to 4.23 and 4.28 to 4.30,

- (a) the employer must develop and implement a written procedure to ensure the worker’s safety in handling money, and
- (b) when that worker is assigned to work late night hours, the employer must also do **one or more** of the following:
 - (i) ensure that the worker is physically separated from the public by a locked door or barrier that prevents physical contact with or access to the worker;
 - (ii) assign one or more workers to work with the worker during that worker’s assignment;
 - (iii) implement a violence prevention program in accordance with subsections (2.1) to (2.3).

(2.1) A violence prevention program must include procedures, policies and work environment arrangements necessary to ensure that all of the following requirements are met:

- (a) there is a time lock safe on the premises that cannot be opened during late night hours;
- (b) cash and lottery tickets that are not reasonably required in order to operate during late night hours are stored in the time lock safe referred to in paragraph (a);
- (c) there is good visibility both into and out of the premises;
- (d) there is limited access to the inside of the premises;
- (e) the premises is monitored by video surveillance;
- (f) there are signs on the premises, visible to the public, indicating that
 - (i) the safe on the premises is a time lock safe that cannot be opened during late night hours,
 - (ii) there is a limited amount of accessible cash and lottery tickets on the premises, and
 - (iii) the premises is monitored by video surveillance;
- (g) a worker described in subsection (2)
 - (i) is at least 19 years of age, and

PART 4: GENERAL CONDITIONS

- (ii) is provided with a personal emergency transmitter that is monitored by
 - (A) the employer, or
 - (B) a security company or other person designated by the employer.
 - (2.2) By the end of the first year of the implementation of a violence prevention program and by the end of every second year after that first year, the employer must receive a security audit report, in writing, from an independent qualified person confirming that the program meets all of the requirements under subsection (2.1).
 - (2.3) The written security audit report referred to in subsection (2.2) must be
 - (a) retained by the employer, and
 - (b) posted by the employer in the workplacefor a period beginning on or immediately after the date the report is received and ending no earlier than the date on which the next report is posted.
 - (3) The employer must train a worker described in subsection (2) in
 - (a) the written procedure referred to in subsection (2) (a), and
 - (b) if the employer implements a violence prevention program, the procedures, policies and work environment arrangements referred to in subsection (2.1).
 - (4) A worker described in subsection (2) must
 - (a) follow the written procedure referred to in subsection (2) (a), and
 - (b) if the employer implements a violence prevention program,
 - (i) follow the procedures, policies and work environment arrangements referred to in subsection (2.1), and
 - (ii) wear, during late night hours, the personal emergency transmitter referred to in subsection (2.1) (g) (ii).
- Mandatory prepayment for fuel** 4.22.2 An employer must require that customers prepay for fuel sold in gas stations and other retail fueling outlets.
- Annual review of procedures** 4.23 The procedures referred to in sections 4.21 and 4.22.1 (2) (a) and, if a violence prevention program is implemented, the procedures, policies and work environment arrangements referred to in section 4.22.1 (2.1), must be reviewed at least annually, or more frequently if there is
 - (a) a change in work environment arrangements that could adversely affect
 - (i) the effectiveness of the violence prevention program, or
 - (ii) a worker's well-being or safety, or
 - (b) a report that the procedures, policies or work environment arrangements, as applicable, are not working effectively.