



CITY POLICY & PROCEDURE

SECTION: Human Resources

NO: HR – HS – 50

**REFERENCE: Respect in the Workplace
Risk Assessment**

Date: Jan 23, 2017

**Next Review Date:
Jan 23, 2019**

TITLE: Departments Opening and Closing

1.0 Purpose

- 1.1 The City of Dryden is committed to the health, safety and well-being of our employees and the citizens that it serves. The City of Dryden will ensure that all appropriate safeguards are enacted to protect our employees that may be exposed to the risk of opening and closing their departments. This policy has been created based on the results of the city wide risk assessment process and will provide a consistent preventive approach throughout the City departments.
- 1.2 Departments where this does not apply must indicate this in writing to the City of Dryden and also provide to the Health and Safety Coordinator (HSC) the documentation on the informal process that are in place which supports this position. This documentation shall be kept on file at both the department and the Coordinator's office.

2.0 Application

- 2.1 This policy applies to all employees of the City of Dryden, as well as volunteers, co-op placement personnel, students, agents of the Corporation, consultants, contractors, sub-contractors, and Council when on City property.

3.0 Responsibilities

- 3.1 Supervisors and Managers are responsible for communicating this policy to all employees (and those identified under 2.0 Application) and ensuring overall adherence to this policy.
- 3.2 Employees are responsible to adhere to this policy at all times.

4.0 Guidelines for Developing Opening and Closing Procedures

4.1 Where applicable, all departments identifying the opening and closing process as a risk are to create procedures with respect to this policy. The following are guidelines to reduce the risk.

4.2 Opening:

Determine the following:

- (a) Who is responsible for initial opening processes?
- (b) When does opening commence?
- (c) Which department specific security issues need consideration? (For example what primary, secondary, emergency and other access points need to be opened or checked).
- (d) How are these security issues dealt with and who does this?
- (e) The specific department duties which are required with opening process.
- (f) Who is contacted in the event of an opening irregularity?
- (g) When and how is this contact made?

4.3 Closing:

Determine the following:

- (a) Who is responsible for initial closing processes?
- (b) When does closing commence?
- (c) Which department specific security issues need consideration? (For example what primary, secondary, emergency and other access points need to be closed or checked).
- (d) How are these security issues dealt with and who does this?
- (e) The specific department duties which are required with the closing process.
- (f) Who is contacted in the event of a closing irregularity?
- (g) When and how is this contact made?

4.4 When developing the Opening and Closing procedures consideration of a daily checklist with sign off may be of value in order to achieve consistency in the process with support documentation of same.

History			
Approval Date:	April 18, 2011	Approved by:	By-law 3875-2011
Review / Amendment Date:	January 23, 2017	Approved by:	CAO E. Remillard
Review / Amendment Date:		Approved by:	
Review / Amendment Date:		Approved by:	