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Purpose: The Library Board considers the health and safety of the staff and Library users to be crucial and is committed to continual improvement in standards of health and safety. The Library Board aims to provide and maintain safe and healthy working conditions, equipment, and systems of work. To this end, all activities, systems and procedures are assessed, and appropriate information is provided in accordance with the Alberta Occupational Health and Safety Act and Regulations.

1. It is vital that individuals recognise and acknowledge their own health and safety responsibilities. Those responsible for work are responsible for its safe conduct. Library staff members must make themselves aware of library safety and evacuation procedures. All staff members should be aware of their responsibilities and the need to address health and safety issues which could create or exacerbate risks.
2. **Safety and Evacuation Procedures**
 - 2.1. It is the responsibility of the Library Director to ensure that there are current safety and evacuation procedures in place and that these procedures are regularly reviewed.
 - 2.2. Safety and evacuation procedures include information on dealing with fire, flood, threats, and power outages within the Library premises.
3. **Health and Safety Training**
 - 3.1. Staff Orientation: Library staff members will be oriented to the Library's health and safety procedures including policy **HR 13**, the violence and harassment prevention procedures, and the safety and evacuation procedures, when they initially start working at the Library. Violence and harassment prevention policies and procedures are not intended to discourage an employee from exercising rights pursuant to any other law, including the Alberta Human Rights Act.
 - 3.2. Emergency First Aid: Ideally all Library staff members will have emergency first aid training. However, all full-time Library staff members must have current emergency first aid training.
4. **WHMIS**
 - 4.1. The Library Director is responsible for ensuring that all controlled products have a safety data sheet when the product is received and that all safety data sheets are current and easily accessible.
 - 4.2. Library staff members working directly with controlled products are responsible for following safe work practices when handling, using, and storing controlled products.
 - 4.3. Library staff members working directly with controlled products are responsible for reporting unclear, missing, or inadequate labels to the Library Director.
5. **Working Alone**
 - 5.1. The Board recognizes its responsibility for ensuring that all Library staff members who work alone are provided with an appropriate communication system or the employer (being the Board if the Library Director is working alone, or the Library Director if any other Library staff member is working along) shall arrange visits/contact with the staff member at appropriate intervals in accordance with the Alberta Occupational Health and Safety Code.



References:

6. Incident Reporting

- 6.1.** All incidents involving the health and safety of staff and/or library users must be documented using the Library's incident report forms.
- 6.2.** Incident forms are reviewed by the Library Director to ascertain what improvements could be made to current work practices and/or work areas to decrease the risk of a reoccurrence.
- 6.3.** Any incident involving the injury of an employee is reported directly to WCB by both the employer (being the Board in the event of injury to the Library Director, and the Library Director in the event of injury to any other Library staff member) and the injured Library staff member within twenty-four (24) hours.

7. Contractors and Volunteers

- 7.1.** Contractors and volunteers in the Library are responsible for requesting copies of, and following all Library health and safety procedures and working within the requirements of the Alberta Occupational Health and Safety legislation.
- 7.2.** It is essential that contractors are aware of the presence of Library staff members and users and the potential hazards inherent in working in a public space. Work in public areas of the Library should, at a minimum, be roped off so that a visual warning is given to members of the public. Ideally, work in public areas will primarily be done at times when the Library is not open to the public.