

## Health & Safety Policy

This policy applies to South Shore Public Libraries and all its work locations and is considered part of the Library's Personnel Policy.

The South Shore Regional Library Board is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury.

The Chief Librarian/CEO is responsible for enforcing this Policy and ensuring that all reasonable precautions to prevent harm to workers are taken.

Supervisors are responsible for ensuring that employees under their supervision follow this Policy and are accountable for ensuring that employees use safe work practices and receive training to protect their health and safety. Supervisors also have a general responsibility for ensuring the safety of equipment and facilities. The Branch Librarian is responsible for ensuring that the Chief Librarian/CEO is alerted to contact the municipal units responsible for Branch equipment and facilities are informed of possible hazards and unsafe equipment and if the Chief Librarian/CEO cannot be reached than the Branch Librarian is responsible.

All members of staff will co-operate with the Occupational Health and Safety Committee to create a healthy and safe work environment with others such as contractors, owners, municipal workers, officers, others exercising authority under the applicable laws, etc.

Each employee must report his/her supervisor (or to the person in charge of a work location when the supervisor is not available), as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Employees must protect their health and safety by complying with applicable Acts and Regulations and follow policies, procedures, rules and instructions as prescribed by the South Shore Regional Library Board. If there is a discrepancy between the Acts and Regulations and the Library's rules, the Acts and Regulations will prevail.

The South Shore Regional Library Board will, where possible, eliminate hazards and the need for personal protective equipment. If that is not possible, and where there is a requirement, employees are required to use safety equipment, clothing, devices and materials for personal protection.

The South Shore Regional Library Board recognizes the employees' duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the Health and Safety Program.

*Approved by  
South Shore Regional Library Board  
October 17, 2017*

