

Section:		Health and Safety		Section # :	7
Topic:		Selwyn Public Library Health & Safety Policy Statement		Sub-Section # :	7.0

**Purpose:**

It is the Selwyn Library Board's objective that every employee shall have a safe and healthy working environment and that every employee shall work in compliance with the Occupational Health and Safety Act (OHSA) and all pertinent regulations.

**Policy:**

In compliance with the OHSA legislation, the Selwyn Public Library Board adopts the Township of Selwyn Health & Safety Policy, Sections 7.1-7.19, and its accompanying programs, forms and statements.

This policy shall apply to the Selwyn Public Library branches and Renewed Classics, Lakefield. A Workplace Violence Prevention Assessment was completed for each of these locations in 2013 and will be repeated in the event that changes are made to a specific site. The Bridgenorth Treasure Trove and the Ennismore Thrift Shop shall be covered under the Community Care Health and Safety Policy.

**Procedure:**

1. The Board delegates authority to administer and direct health and safety, as outlined in the Township policy, to the Library CEO.
2. As stated in the OHSA, Section 25, the Board shall review any amendments to the Selwyn Public Library Health & Safety Policy Statement 7.0 and the associated Township of Selwyn Policy 7.1-7.19 on an annual basis.
3. Branch librarians will complete monthly workplace inspections for workplace hazards, ensure that first aid kits are properly stocked, and have up to date basic first aid training (CPR-C, AED). Workplace hazards noted by, or reported to, branch librarians shall be reported to the Library CEO.
4. The Board shall ensure that a Health & Safety notice board is posted at each location. A copy of the Occupational Health and Safety Act, a copy of the Selwyn Public Library Health & Safety Policy Statement, a copy of the Working Alone Safety Plan, a copy of the Township of Selwyn Health and Safety Policy, and emergency evacuation procedures shall be posted to the notice board, along with any updates to the Health and Safety Policy and workplace safety inspection reports. It is the responsibility of the branch librarian to maintain the bulletin board.

5. Physical health and safety inspections of library locations, and Renewed Classics shall be completed as per the Township policy 7.7, by the Selwyn Township Joint Health and Safety Committee. Identified issues and their resolution shall be submitted by the Library CEO for annual review by the Board at the time of annual Health & Safety Policy Review.
6. A 'Working Safely Alone' assessment (Attachment A1) will be completed for each library branch and Renewed Classics on an annual basis by the Library CEO in conjunction with the branch librarian. Identified issues and their resolution shall be submitted for annual review by the Board.
7. The Selwyn Public Library encourages any staff member or volunteer to report health and safety concerns including incidents of discrimination or harassment, to the CEO/Chief Librarian. In the event there is a complaint against the CEO/Chief Librarian, a complaint shall be filed with the Library Board Chair. Complaints against an individual Board member or the Library Board as a whole, will be directed to the CEO/Chief Librarian.
8. The Board shall ensure that mandatory training, *Health and Safety Awareness Training, O.Reg 297/13* is provided to all employees and Board members. Employees and Board members shall provide a record of completed training to the Selwyn Township HR Coordinator, and the Library CEO. Mandatory health and safety training completion will be reviewed by the Board with its annual review of Health & Safety policy.
9. Each employee shall be provided with a copy of the Health & Safety policy and will be provided with written updates to the policy as they occur.
10. Staff shall ensure that volunteers are advised of the Health and Safety Policy. Volunteers shall be provided with opportunities to participate in health and safety training.

<b>History:</b>			
Date of Original Board Motion:	September 22, 2015	Motion #	2015.68
Date of Amendments: (if any)	September, 2019		2019.071
Date of Next Review:	September, 2020		
<b>Attachments:</b>	<ul style="list-style-type: none"> <li>• Working Alone Safety Plan</li> <li>• Working Alone Hazard Assessment Form</li> <li>• Working Alone Safety Policy 7.15 (Township Policy), Respect in the Workplace 7.17 (Township Policy)</li> </ul>		

