

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Safety
Policy Number: 803
Title: Hazard Assessment

Policy Statement: The purpose of hazard identification is to ensure that all hazards that pose a threat to the well being of workers of the Alice Melnyk Public Library are identified and evaluated so that they can be eliminated or controlled.

Guidelines and Procedures:

1. Hazard identification includes the proactive process of identifying all hazards within the Alice Melnyk Public Library and the use of any equipment or tools, and then evaluating them in terms of risk so that situations creating the greatest risk are dealt with on a priority basis.
2. Staff is responsible for conducting a Hazard Assessment prior to the commencement of any projects, regardless of size or duration.
3. The Board is also responsible for conducting a Hazard Assessment on the premises of the library at least once per year.
4. Use the forms in Appendix M and N when conducting a Hazard Assessment. Ensure that any recommended corrective action is prioritized and assigned to one person for implementation. It is also important that the individual assigned to correct the hazard receives a copy and dates it upon completion.

Policy #803
Hazard Assessment

Date Approved: November 14, 2012

Date to Review: March 18, 2023