

VIKING MUNICIPAL LIBRARY  
POLICY MANUAL  
**PERSONNEL**

Prepared by: Barb Chrystian

Board Approved – June 2021

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#### **4.0 OCCUPATIONAL HEALTH and SAFETY**

##### **4.1 Harassment**

The Viking Municipal Library believes in the prevention of violence and harassment and promotes an abuse-free environment in which all people respect one another and work together to achievement common goals. Any act of violence or harassment committed by or against any worker or member of the public is unacceptable conduct and will not be tolerated.

We are committed to:

- Investigating reported incidents of violence and harassment in an objective and timely manner;
- Taking necessary action; and
- Providing appropriate support for victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

No employee or any other individual affiliated with this organization shall subject any other person to violence or harassment.

Acts of violence and harassment can take the form of physical contact or non-physical behaviours. Abuse in any form is an insidious practice that erodes mutual trust and confidence which are essential to the Viking Municipal Library's operational effectiveness.

##### **4.2 Safety**

The Library Board shall ensure a safe environment for workers and patrons as per the most current Alberta Occupational Health and Safety (OH&S) Act, Regulation and Code. Employees will have access to OH&S safety guidelines through the Provincial Government website.

##### **4.3 Working Alone**

The Library Manager will identify, as part of a hazard assessment, the potential hazards of working alone and will take practical steps to eliminate or control the hazards.

The Library Manager will ensure employees and volunteers are trained and made aware of the hazards of working alone and the preventative steps that can be taken to reduce or eliminate potential risks so they can perform their jobs safely.

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The Library Manager will provide employees and volunteers with phone numbers and a procedure in the event of an emergency or violent encounter. The Library Manager will, if deemed necessary, also establish a check-in procedure for employees working alone.

If the employee or volunteer encounters an unsafe situation while working alone, the employee or volunteer is to immediately alert the Library Manager, or the designated board member, and if necessary, the local law enforcement.

If necessary, employees and volunteers are allowed to leave the premises for their own safety, or to obtain assistance should an unsafe situation occur.

Employees or volunteers shall report to the Library Board Chairperson and/or Library Manager if any serious situation occurs while they are working alone.