

## HR: H&S04 – Health and Safety Principles

Originated: Sept. 2007  
Review: Sept. 2020  
Revised: Dec. 2006  
Approved: Sept. 2020

### **POLICY:**

The Library Board strives to create and maintain a safe workplace in order to minimize and/or prevent occupational injuries and illnesses. Consistent and continuous efforts by all employees shall be directed to preventing workplace accidents and maintaining the workplace and equipment in safe condition.

At all time, all employees are required to observe and comply with the requirements of the Alberta Occupational Health and Safety Act, Occupational Health and Safety Code and Workers Compensation Act and their regulations.

Everyone who has the authority or undertakes to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from the work or task.

### **PURPOSE:**

The purpose of this statement of policy and procedure is to establish minimum guidelines for providing and maintaining a safe work environment for all employees.

### **RESPONSIBILITY:**

The Library Director is responsible for developing and publishing a comprehensive Emergency Response Action Plan and for ensuring that appropriate health and safety standards are developed, implemented, and maintained in accordance with the provisions of the Alberta Occupational Health and Safety Act, Occupational Health and Safety Code and its regulations.

Supervisors are directly responsible for ensuring the health and safety of employees under their supervision and for ensuring:

- safe and healthy working conditions are maintained in their areas of responsibility
- employees perform their work in compliance with accepted safe work practices and procedures
- adequate training is provided to employees so that tasks assigned to employees can be performed safely
- employees are notified of any potential hazards which may exist in and around the employee's work location.

Each employee is responsible for working safely in compliance with accepted safe work practices, procedures and legislated health and safety standards.



## **PROCEDURE:**

The Board and Library Director shall ensure that:

- a) Library Board Health and Safety policy is effectively communicated to each employee.
- b) The Library Director will present health and safety information at staff meetings.
- c) Health and Safety policies, plans and practices are in compliance with the legislated requirements governing the location.

Disciplinary action up to and including termination for cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements. ♦

