

# COUNTY OF THORHILD #7 LIBRARY BOARD POLICY MANUAL

**Category:** Operations

**Policy Number:** 404

**Title:** Safety in the workplace

**Policy Statement:** Staff and volunteers have a right to work in a safe environment

## **Guidelines and Procedures**

### **HAZARDS**

1. Staff is to assess work area for any potential hazard daily and keep a ledger of findings.
2. Any hazards are to be immediately reported to the board.
3. The Board will take immediate and practical steps to eliminate any hazard identified.
4. The Board will conduct an annual hazard assessment of the site prior to the organizational meeting

### **EMERGENCIES**

1. Each library will develop and post their plan of escape in the event of fire and inform any temporary staff of the plan
2. Fire extinguishers will be properly placed in accordance with fire regulations and staff trained in their use.
3. Each library is to have a correctly stocked first aid kit placed in a visible location and marked appropriately.
4. A copy of the County Disaster Plan will be kept at each library.

### **WORKING ALONE**

1. Staff must have access to a working telephone while working alone.
2. A list of contact numbers is to be posted by the phone listing the 911 emergency number, a board contact telephone list and personal contact telephone numbers for staff should they become incapacitated.
3. If ever faced with a robbery attempt, staff is to turn all funds over to the assailant. Human life is more important than cash.

### **STAFF TRAINING**

1. The Board will ensure that employees are properly trained to perform their jobs safely.
2. Training in the use of a fire extinguisher shall be provided by the local fire department.
3. WHMIS training will be held in conjunction with another organization/ school /business within each respective community.
4. Inform staff of the correct escape route and place to meet outside of the building.

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