

Purpose: The Board considers the health and safety of the staff and library users to be of the utmost importance, and is committed to continual improvement in standards of health and safety. The Board aims to provide and maintain safe and healthy working conditions, equipment, and systems of work. To this end, all activities, systems and procedures are assessed and appropriate information is provided as necessary.

1. It is vital that individuals recognise and acknowledge their own health and safety responsibilities. Those responsible for work are responsible for its safe conduct. Library staff must make themselves aware of library safety and evacuation procedures. All staff members should be aware of their responsibilities and the need to address health and safety issues which could create or exacerbate risks.
2. The Board will ensure that a formal hazard assessment is carried out every three years and that unsafe conditions are minimized or eliminated.
3. The Shift Supervisors are responsible for regularly monitoring the working conditions in the library and bringing concerns regarding working conditions to the attention of the Library Manager.
4. Safety and Evacuation Procedures:
 - 4.1. It is the responsibility of the Library Manager to ensure that there are current Safety and Evacuation procedures in place (Attachment A) and that these procedures are regularly reviewed.
 - 4.2. Safety and Evacuation procedures include information on dealing with a fire, flood, threats, and power outages, for example.
 - 4.3. Safety and Evacuation procedures will be situationally tested every three (3) months. A fire drill will be held annually.
5. Health and Safety Training:
 - 5.1. Staff Orientation: Library staff will be oriented to the library's health and safety

Review completed on: _____
Signed: _____

Approved by: _____
Board Chair
Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

procedures, working alone procedures, and the safety and evacuation procedures when they initially start working at the library.

5.2. Emergency First Aid: Ideally all library staff will have emergency first aid training. However, all full-time permanent library staff must have current emergency first aid training. This training must be reviewed every three (3) years.

6. Working Alone

6.1. Staff will not be scheduled to work alone during Library open hours or scheduled programming.

6.2. The Library should not be accessed by staff outside of scheduled hours excepting Library emergency or pre-approved exceptions, with adherence to Work Alone Procedures (Attachment B).

7. In the event of an emergency, the Library Manager has the authority to close the Library. If the Library Manager is inaccessible, the Board Chair/Executive is responsible for this decision.

8. Incident Reporting:

8.1. All incidents involving the health and safety of staff and/or library users must be documented using the library's Incident Report forms (Attachment C).

8.2. Incident forms are reviewed by the Library Manager to ascertain what improvements could be made to current work practices and/or work areas to decrease the risk of a reoccurrence.

8.3. Any incident involving the injury of an employee is reported directly to WCB and an accident report is completed (Attachment D).

8.4. Any incidents requiring outside medical response should be reported to the Board Chair or designate as soon as reasonably possible.

Review completed on: _____

Signed: _____

Approved by: _____

Board Chair

Date Approved: January 25th, 2016

Replaces Policy: 2-A-96

9. Contractors and Volunteers:

- 9.1. Contractors and volunteers in the library are responsible for following all library health and safety procedures and working within the requirements of the Alberta Occupational Health and Safety legislation.

- 9.2. Ideally, work in public areas will primarily be done at times when the library is not open to the public. It is essential that contractors are aware of library staff and users and the potential hazards inherent in working in a public space.

Review completed on: _____
Signed: _____

Approved by: _____
Board Chair
Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

ATTACHMENT A – Safety and Evacuation Procedures

Library Address: 420 First Avenue West

Emergency Procedures	<p>-Advise all personnel and patrons</p> <p>-Evacuate all persons to muster area in the north side parking lot and account for all staff members then attempt to account for patrons by asking individuals if they arrived with anyone who is unaccounted for</p> <p>-Provide First Aid to injured individuals as required</p> <p>-Call 911 if required</p>
Location of Emergency Equipment	<p>Fire Extinguishers:</p> <ul style="list-style-type: none"> • top of stairs to basement • next to Photocopier • behind lunch/shipping room door <p>Safety Fobs:</p> <ul style="list-style-type: none"> • under circulation desk counter • hanging on the key holder behind front staffroom door • at Library Manager's desk <p>Defibrillator: Above photocopier outside Library Manager's office</p>
Emergency Services	<p>Non-emergency phone numbers:</p> <p>Fire Station: (403) 362-2331</p> <p>EMS: (403) 362-7575</p> <p>Police: (403)362-5535</p> <p>Hospital: (403)501-3232</p>
First Aid	<p>First Aid supplies are located in marked drawer in the front staff office and mounted to wall directly above said drawer. First Aid binder is located in upper right-most cabinet in the same front staff office.</p> <p>Call 911 if required. Transportation of ill or injured individuals must be by EMS. Transportation by library staff is prohibited.</p>

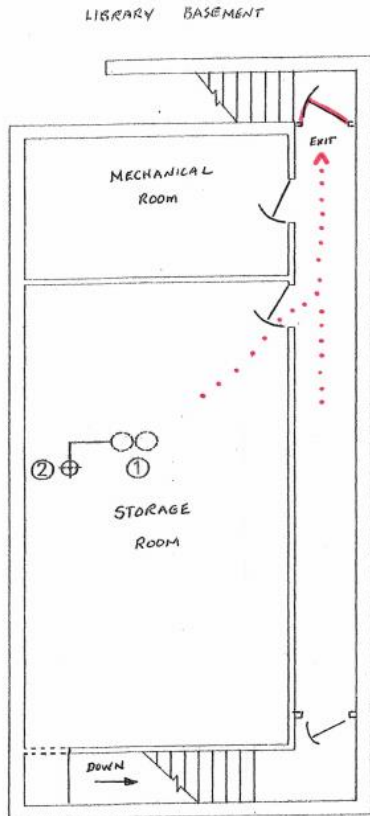
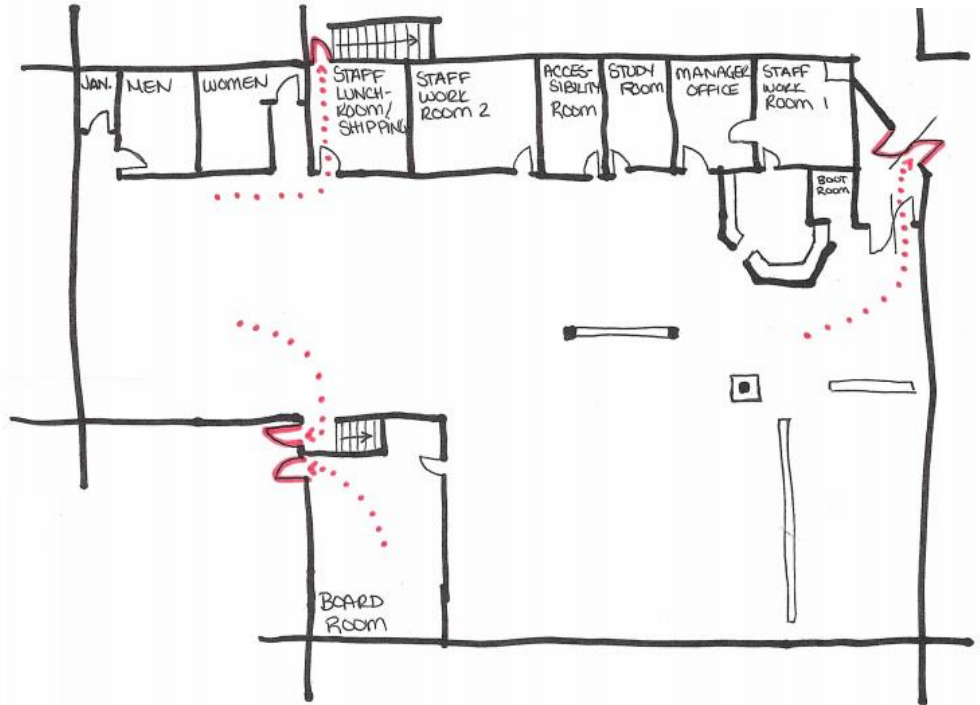
Review completed on: _____

Signed: _____

Approved by: _____
Board Chair
Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

ATTACHMENT A – Safety and Evacuation Procedures, pg.2

LIBRARY MAIN FLOOR Muster Point on North
end of parking lot



Review completed on: _____
Signed: _____

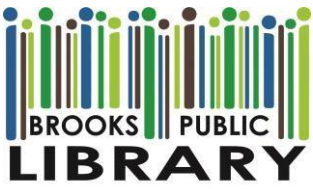
Approved by: _____
Board Chair
Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

ATTACHMENT B – Work Alone Procedures

- Staff are not scheduled to work any hours alone, however, staff may be sent to outreach programming or on errands alone.
- If by accident or neglect a staff member finds themselves to be the only Library Staff in the building, direction from the Library Manager or designated Supervisor must be obtained immediately.
- Library opening will be delayed until proper staffing can be provided.
- In interims of inadvertent single staff occupancy of the library, the safety fob (located on key rack behind front staffroom door) must be worn on the person of the staff member.
- In extreme circumstance a Board member or staff family member may be requested to attend as support staff.
- At close of business, two staff must remain behind to close the library and leave together.
- Even during business hours when 2 or more staff is present, shipping/receiving doors will remain locked with the exception of hours immediately preceding shipment deliveries.

Approved by: _____
Board Chair
Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

Review completed on: _____
Signed: _____



ATTACHMENT C – Incident Report Form

Date of Incident: _____ Date of Report: _____

Name(s) of Individuals Involved: _____

Name(s) of Staff On-duty: _____

Description of Incident:

Outcomes/Action Taken/Additional Information:

Name of Individual Submitting Incident Report: _____

Signature: _____

Manager/Supervisor/Board Member Receiving Report: _____

Signature: _____

Review completed on: _____
Signed: _____

Approved by: _____
Board Chair

Date Approved: January 25th, 2016
Replaces Policy: 2-A-96

ATTACHMENT D – Accident Report Forms

Date/Time of Accident: _____ Date of Report: _____

Full name(s) of Injured Patron/Employee (circle one): _____

Name(s) of Staff On-duty: _____

Description of Injury or Illness:

Description of Events preceding or causing Injury or Illness:

First Aid Provided? (circle one) Yes / No

Name of First Aider: _____

Description of First Aid provided:

EMS called? (circle one) Yes/No

Name of Individual Submitting Accident Report: _____

Signature: _____

Manager/Supervisor/Board Member Receiving Report: _____

Signature: _____

Approved by: _____

Board Chair

Date Approved: January 25th, 2016

Replaces Policy: 2-A-96

Review completed on: _____

Signed: _____