

**POLICY HR.10
HEALTH AND SAFETY POLICY**

Purpose: The Board considers the health and safety of the staff and library users to be of the utmost importance. It is committed to continual improvement in standards of health and safety in compliance with all applicable OHS legal requirements and to the integration of health and safety into all workplace activities.

1. While the Board is responsible for the overall health and safety programs of the library and ensuring that all legal obligations are met, it is vital that individuals recognise and acknowledge their own health and safety responsibilities. Employees are expected to:
 - 1.1. Carry out work in a manner so as not to create a health and safety hazard to yourself or others, including reporting for work Fit for Duty and remaining so while on library premises and business;
 - 1.2. Participate in education and training, as well as read, understand, and comply with workplace health and safety policy/procedures and emergency procedures;
 - 1.3. Immediately report to a Health and Safety Committee or Library Board member any concerns regarding their own or a co-worker's capacity to perform their duties safely for any reason.
 - 1.4. Report incidents, injuries, equipment defect and safety concerns using the appropriate (Attachments C,D, or E);
 - 1.5. Arrange medical treatment, including transportation, as required for injured patrons and other staff; Transportation of ill or injured individuals must be by EMS. Transportation by library staff is prohibited.
 - 1.6. Cooperate with the Board, Library Manager, and Health and Safety Representative; and
 - 1.7. Assist in the implementation of health and safety remedies.
2. The Board will ensure that a formal hazard assessment is carried out every three years or as new processes, operational changes, or site alterations are introduced (whichever is less) and that unsafe conditions are addressed.
3. Board will provide information, instruction, and assistance to the Health and Safety Committee so that they may administer the health and safety programs of the library.

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4. Health and Safety Committee

- 4.1. Comprised of Library Manager and staff-appointed Health and Safety Representative
- 4.2. Committed to ensuring all H&S concerns are represented
- 4.3. This committee will meet as needed, dictated by the facility review schedule and the submission of any Safety Concern and Investigation Forms (Attachment E)
- 4.4. Responsibilities
 - 4.4.1. Ensure/conduct safety training
 - 4.4.2. Maintain procedure documents, reports, and forms
 - 4.4.3. Stay current with and communicate safety information/updates with staff and board
 - 4.4.4. Perform formal hazard assessments
 - 4.4.5. Conducting inspections twice a year to proactively identify potential hazards
 - 4.4.6. Receive, review and investigate safety concerns
 - 4.4.7. Recommend health and safety preventative actions and remedies
 - 4.4.8. Assist board with implementation of health and safety remedies

5. Health and Safety Training:

- 5.1. Staff Orientation: Current and new library staff will be oriented to the library's health and safety procedures, working alone procedures, safety and emergency procedures, and employee's right to refuse unsafe work.
- 5.2. Emergency First Aid: Ideally all library staff will have emergency first aid training.
 - 5.2.1. All full-time permanent library staff must have current emergency first aid training. This training must be reviewed every three (3) years.

6. Impairment at Work

- 6.1. Employees are not to report to work or be at work if they are impaired by alcohol or drugs. An employee who is taking legal medication, whether or not prescribed by a physician, which may affect or impair judgement, coordination or

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perception so as to adversely affect their ability to perform their duties in a safe and productive manner, must notify the Library Manager or designate prior to commencing work. The Library Manager or designate will determine whether the employee will be permitted to work or whether work restrictions will be applied.

6.2. When an employee, considered to be unfit for work due to impairment, is requested to leave the premises, transportation to their residence will be arranged by the Library Manager or designate. Transportation will be paid for by the City of Brooks Library Board.

6.3. Employees experiencing drug or alcohol problems, including current or emerging dependency, are encouraged to seek assistance before performance related problems lead to disciplinary issues.

7. Working Alone

7.1. Staff will not be scheduled to work alone during Library open hours or scheduled programming, however, staff may be sent to outreach programming or on errands alone.

7.2. Library opening will be delayed until proper staffing can be provided.

7.3. 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.

7.4. At close of business, two staff must remain behind to close the library and leave together.

7.5. Staff should not access the library outside of scheduled hours unless for emergency or with preapproval from the library manager.

8. 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.

9. Reporting:

9.1. 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).

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- 9.2. Incident forms are reviewed by the Health and Safety Committee to determine what improvements could be made to current work practices and/or work areas to decrease the risk of a reoccurrence.
- 9.3. Any incident involving the injury of an employee is reported directly to WCB and an accident report is completed (Attachment D).
- 9.4. Any incidents requiring outside medical response should be reported to the Board Chair or designate as soon as reasonably possible.
- 9.5. Potential Safety concerns are to be reported using the Safety and Investigation Form (Attachment E).
- 9.6. Any disputes with the Health and Safety Committee's purposed resolution of any reporting forms, inspection or investigation results, or dispersal or updating of information will be addressed by the board directly.

10. Contractors and Volunteers:

- 10.1. 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.
- 10.2. 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.

11. Safety and Emergency Procedures:

- 11.1. It is the responsibility of the Board Development and Policy Committee to ensure that there are current Safety and Emergency procedures in place (Attachment A) and that these procedures are regularly reviewed.
- 11.2. Safety and Emergency procedures (IE: dealing with a flood, threats, and power outages) will be situationally tested every three (3) months. A fire/evacuation drill will be held annually.

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ATTACHMENT A – Safety and Emergency Procedures

Library Address: 323 First Street E.

<p>Evacuation Procedures (Fire, Flood, Power Outage, Chemical Exposure etc.)</p> <p>In the event of a power outage (even briefly) City facility staff will ask you to evacuate the building until they can check fuses/systems. Post signage stating an estimated reopening time and do not allow anyone to use the lift until systems have been checked.</p>	<ul style="list-style-type: none"> -Advise all personnel and patrons -Evacuate all persons to muster area on the southeast corner of the parking lot (next to mailboxes). Rec Staff may direct evacuation to a secondary muster point (at the northwest corner of the property) or to the Flex Hall if circumstance requires. -Account for all staff members then attempt to account for patrons by asking individuals if they arrived with anyone who is unaccounted for -Provide First Aid to injured individuals as required -Call 911 if required 	
<p>Lockdown/Shelter-in-place Procedures</p> <p>Active Shooter: The safest place is out of sight, inside a locked room. If the threat is outside of the library and it is safe to do so, staff will lock and cover the windows of the main entrance, and then assist patrons into darkened, windowless rooms (if possible).</p>	<p>Tornado/Wind Storm, etc.: JBS staff will direct Staff to move all patrons to an interior location of the building (Bathroom, Staff Office, Exam and Accessibility Rooms are considered the safest interior rooms of the library.)</p>	<p>Missing Child Library staff will secure and restrict exits until further instructions are received from the police or the JBS Emergency Response Coordinator.</p>
<p>Location of Emergency Equipment</p>	<p>Fire Extinguishers: Mounted on the wall to the immediate right of the following doorways: Main Entry, Staff Room, Genealogy Room, Study Room C</p> <p>Mounted at the top of the stairs in the Rear Emergency Exit Corridor.</p> <p>Defibrillator: Mounted to the south wall between the magazines and the café counter</p>	
<p>Emergency Services</p> <p style="font-size: 2em; text-align: center;">9-1-1</p>	<p>Non-emergency phone numbers: Fire Station: (403) 362-2331 EMS: (403) 362-7575 Police: (403)362-5535 Hospital: (403)501-3232</p>	
<p>First Aid</p>	<p>First Aid kits are located in a drawer in the Staff Room, on the volunteer shelf at the Front Desk, and in the Genealogy Room.</p> <p>Call 911 if required. Transportation of ill or injured individuals must be by EMS. Transportation by library staff is prohibited.</p>	

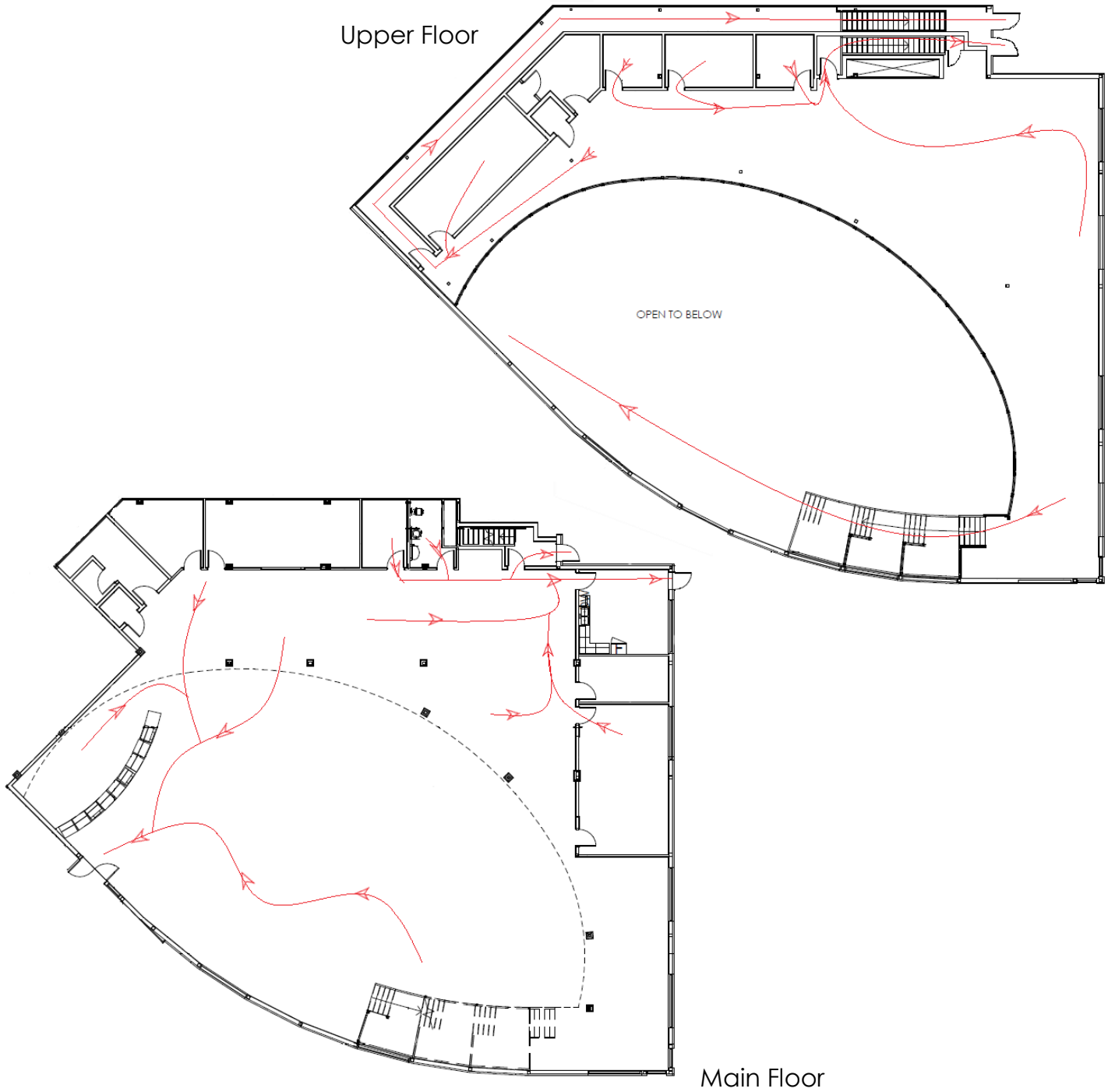
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ATTACHMENT A – Safety and Emergency Procedures, pg.2



Approved by: _____

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ATTACHMENT C – Incident Report Form

Date/Time of Incident: _____ Date of Report: _____

Name(s) of Individuals Involved: _____

Name(s) of Staff On-duty: _____

Description of Incident:

Outcomes/Action Taken/Additional Information:

<input type="checkbox"/> First Aid
<input type="checkbox"/> Medical Aid
<input type="checkbox"/> Lost Time
<input type="checkbox"/> No Treatment

Name of Individual Submitting Incident Report: _____

Signature: _____

Manager/Supervisor/Board Member Receiving Report: _____

Signature: _____

Approved by: _____

Board Chair

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ATTACHMENT D –First Aid Record

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

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

Name(s) of Staff On-duty: _____

Description of Injury or Illness:

Description of Location and Events preceding or causing Injury or Illness:

First Aid Provided? (circle one) Yes / No

Name of First Aider: _____ (qualification) _____

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: _____

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ATTACHMENT E – Safety Concern and Investigation Form

(pg1)

Date of Report: _____

Date Received: _____

Staff Name(s): _____

Received by: _____

Nature of Concern/Observance:

Action already taken to resolve concern:

Suggested Remedies:

It is your right to refuse work that you deem unsafe. Are you refusing work due to the nature of your concern/observance? (please check one)

- No, I feel I can safely navigate my position and tasks with some modification until my concern is resolved.
- Yes, I feel I can not perform any of my position functions until my concern is resolved.
- Yes, I feel I can not perform the following specific tasks until my concern is resolved:

Employee Signature: _____

Approved by: _____

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Investigation Notes:

Remedies to be Implemented:

OH&S Representative Signature:

Library Manager Signature:

I have received a personal copy of the completed Attachment E – Safety Concern and Investigation Form. I agree/disagree (circle one) that the actions taken following investigation have resolved my concern allowing me to return to work (if applicable).

Employee Signature: _____

Approved by: _____

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