

Purpose: The Board considers the occupational health and safety of the staff members and Library users to be of the utmost importance, and is committed to continual improvement in standards of occupational 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, procedures and risks are assessed and appropriate measures/information is provided as necessary.

1. The Chief Librarian will establish a MHPL Occupational Health and Safety (OHS) Program
  - 1.1. The MHPL Health and Safety Program will be part of the Administrative Policies and Procedures
  - 1.2. As a minimum, it will meet all required elements under the Alberta Occupational Health and Safety Act.
2. The Chief Librarian will establish a Health and Safety Committee as per OHS and the collective agreement
  - 2.1. The Health and Safety Committee will meet quarterly at a minimum.
3. The Chief Librarian must prepare and review, at least annually, the written occupational health and safety policy and must develop and maintain a program to implement that policy.
4. The Chief Librarian will ensure that a formal hazard assessment (to be defined in the Administrative policy) is carried out every three years and that unsafe conditions are minimized or eliminated. Workplace inspections will be completed every three months.
5. At the Library, it is vital that individuals recognize and acknowledge their own occupational health and safety responsibilities. Those responsible for work are responsible for its safe conduct. Staff members must make themselves aware of Library safety evacuation procedures. All staff members should be aware of their responsibilities and the need to address occupational health and safety issues which could create or exacerbate risks.
6. Emergency Response Plan
  - 6.1. The Chief Librarian will establish an Emergency Response Plan
    - 6.1.1. It is the responsibility of the Chief Librarian to ensure that there is a current Emergency Response Plan, procedures are in place and that these procedures are regularly reviewed
    - 6.1.2. The Emergency Response Plan will include safety and evacuation procedures for at risk scenarios.
7. Occupational Health and Safety training
  - 7.1. Staff orientation: staff members will be oriented to the Library's Occupational Health and Safety program and procedures when they initially start working at the Library
  - 7.2. WHMIS: the Chief Librarian, employees and their supervisors working in caretaker job descriptions must have current WHMIS training and training must be renewed every five years

- 7.3. Emergency First Aid: all full time staff members will have emergency first aid training which must be renewed every three years.
8. Contractors and Volunteers:
  - 8.1. Contractors and volunteers in the Library are responsible for following all Library Occupational Health and Safety programs and procedures and working within the requirements of the Alberta Occupational Health and Safety Act..
  - 8.2. It is essential that contractors are aware of the potential hazards inherent in working in a public space and are aware of where staff members and users are in regards to the contractors work area.
9. The Chief Librarian will report to the Board annually on items 3. and 4.