

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 members 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. Risk audits will be completed every six months.
3. A Health and Safety Officer is appointed from among the staff members. This person is responsible for regularly monitoring the working conditions in the Library and bringing concerns regarding working conditions to the attention of the Chief Librarian.
4. Safety and Evacuation Procedures:
  - 4.1. It is the responsibility of the Chief Librarian to ensure that there are current Safety and Evacuation procedures in place 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.
5. Health and Safety Training:
  - 5.1. Staff Orientation: Library staff members will be oriented to the Library's health and safety procedures including policies HR.13, HR.15 and the safety and evacuation procedures when they initially start working at the Library.
  - 5.2. WHMIS: All staff working in caretaker job descriptions must have current WHMIS training. This training must be reviewed every five (5) years.
  - 5.3. Emergency First Aid: Ideally all Library staff members will have emergency first aid training. However, all full-time Library staff members must have current emergency first aid training. This training must be reviewed every three (3) years.
6. WHMIS:
  - 6.1. The Chief Librarian is responsible for ensuring that all controlled products have a safety data sheet when the product is received and that all safety data sheets are current and easily accessible.
  - 6.2. Library staff members working directly with controlled products are responsible for following safe work practices when handling, using, and storing controlled products.
  - 6.3. Library staff members working directly with controlled products are responsible for reporting unclear, missing, or inadequate labels to the Chief Librarian.
7. The Board recognizes its responsibility for ensuring that all Library staff members who work independently are provided with an appropriate means of contacting other people who can respond to the employee's needs. Library staff members working alone in the building carry a cell phone allowing them to contact an outside agency in case of an emergency. Library staff members working independently on the lower floor of the Library carry a personal alarm to alert other Library staff members if there is a potential emergency.

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.
  - 8.2. Incident forms are reviewed by the Chief Librarian 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 a library user is reported directly to the City's insurance personnel.
  - 8.4. Any incident involving the injury of an employee is reported directly to WCB by both the employer and the employee within twenty-four (24) hours.
  
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. It is essential that contractors are aware of Library staff members and users and the potential hazards inherent in working in a public space. Work in public areas of the Library should, at a minimum, be roped off so that a visual warning is given to members of the public. Ideally, work in public areas will primarily be done at times when the Library is not open to the public.