

HR30	OCCUPATIONAL HEALTH & SAFETY		
APPROVED	19 January 2022	EFFECTIVE	2011
AMENDED	2016, 2021	NEXT REVIEW	2026

1. PURPOSE

To ensure that Library employees and volunteers can operate in a safe workplace environment.

2. SCOPE

This policy applies to the Library Board and employees.

3. DEFINITIONS

Nil.

4. SAFE ENVIRONMENT

- a. All employees of the Library have a right to work in a safe and healthy environment and to promote positive attitudes towards health and safety.
- b. The Library will comply with regulatory requirements set out in the *Workers Compensation Act* and will regularly review processes to ensure ongoing effectiveness. The Board and employees will take a proactive approach to identify hazards and be responsive to implement preventative actions.

5. RESPONSIBILITIES

- a. The Board will provide and maintain the necessary policies to ensure a safe and healthy workplace environment.
- b. The Chief Librarian has overall responsibility for the development of safe work practices, the provision of a safe work environment, equipment, training and supervision, and will ensure deficiencies are rectified in an appropriate and timely manner.
- c. The Chief Librarian, or a designate, will promote awareness of health and safety in the Library amongst employees.
- d. All employees are responsible for maintaining a safe workplace. This includes, but is not limited to:
 - i. Reading, understanding and complying with workplace health and safety policies, and safe work practices and procedures;
 - ii. Carrying out work in a safe and responsible manner;
 - iii. Developing a personal concern for health and safety;
 - iv. Taking preventative actions to reduce or control the creation of unsafe conditions;
 - v. Reporting incidents and near misses;
 - vi. Suggesting ways to eliminate potential hazards.

RELATED POLICIES

HR-02 Employee Code of Conduct