

Policy Number 6.2
Title Occupational Health and Safety Policy
Section 6: Health and Safety
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The Cobourg Public Library is committed to the health and safety of all employees, volunteers, library patrons and other workers and visitors on Library property and to preventing occupational illness and injury in the workplace. The Board complies with all pertinent legislation and eliminates and controls any foreseeable hazards that may negatively affect the health and safety of employees, volunteers, library patrons and other workers and visitors on Library property.

Under the direction of the Chief Executive Officer (CEO), management is responsible for implementing and maintaining a safe and healthy work environment. This includes responsibility for the design, implementation and monitoring of health and safety programs.

Managers and Supervisors are responsible to ensure that safe and healthy work conditions are maintained in assigned work areas.

All employees shall protect their own health and safety by working in compliance with prevailing regulations and standards and with safe work practices and procedures established by the Board and as outlined in the Occupational Health and Safety Act. They must report any health hazards and unsafe conditions or practices to supervisors or managers for corrective action.

~~All volunteers and non-library workers conducting work on the Library's property will be expected to work in accordance with good Health and Safety practices so as not to cause injury or harm to themselves, library employees or other visitors to the Library's property.~~

All volunteers and non-library workers conducting work on the Library's property will be expected to work in compliance with the prevailing regulations and standards as outlined in the Occupational Health and Safety Act, so as not to cause injury or harm to themselves, library employees, or other visitors to the Library property.

Where health, safety, environmental and other related legislation and attendant regulations have been proclaimed by the Province, the Board will insure that the CEO institutes a health and safety system together with the necessary checks to verify the effectiveness of the system, including but not exclusive of the following:

- a) training to ensure that staff and volunteers are competent to perform their respective tasks;
- b) training to ensure that staff are knowledgeable of current first aid and CPR standards and in the use of the Library's Automatic External Defibrillator.
- c) a reporting system whereby injury trends can be recognized and analyzed for preventative measures;
- d) regular inspections of the Board's property to identify and address any potentially hazardous conditions;

- e) inventories of chemicals and other hazardous materials which exist on Library premises; and
- f) the establishment of a Joint Health and Safety Committee composed of one representative from the management staff and at least one representative from the non-management staff so that health, safety and environmental issues in the workplace can be identified and addressed through regular meetings.