

PEACE LIBRARY SYSTEM

HEALTH AND SAFETY

(REQUIRED BY OCCUPATIONAL HEALTH AND SAFETY LEGISLATION)

CATEGORY: Management and Operations

POLICY: M7-17

DATE APPROVED: November 25, 2017

REVIEW IN: 2022

Peace Library System (PLS) is committed to protecting the health and safety of its employees and other individuals on-site and to maintaining a healthy and safe work environment.

The Peace Library Board recognizes its legal and moral responsibilities for the health and safety of its employees and other individuals on-site and will ensure this by developing policy and procedures in accordance with Occupational Health and Safety (OHS) legislation.

Board and Senior Management Responsibilities

The Board will ensure that a formal hazard assessment is carried out every three years and that methods are specified and instituted to minimize or eliminate any identified hazards.

The Board will ensure that an up-to-date emergency response plan is in place and reviewed on an annual basis.

The Board will ensure that safety procedures are in place when employees must work or travel alone.

The Director will show due diligence in the application of health and safety measures in the workplace, will conduct regular safety and health program reviews, and will ensure that all employees are diligent in the application of their responsibilities.

The Director will ensure that employees receive adequate information, training and supervision to protect their health and safety.

The Director will report all lost time incidents to the Board throughout the year.

Employee Responsibilities

The responsibility for health and safety lies with all employees in the performance of their duties. Employees will follow safe work procedures and work in a safe and healthy manner in compliance with OHS legislation.

Supervisors are responsible for ensuring that employees are trained in approved work procedures that minimize risk of injury. Supervisors will bring recommendations for training to the Health and Safety Committee.

Employees will report all known health and safety hazards to the Health and Safety Committee.

Employees will report all accidents and violations of the OHS legislation to the Director.

Designated staff will have current emergency first aid training.

Employees who must travel on PLS business are required to follow the Working Alone Policy for safe journey management.

Other employee responsibilities are outlined in the Personnel Policy – Workplace Health and Safety and the Personnel Policy – Violence and Harassment.

Health and Safety Committee

A Health and Safety Committee will conduct regular hazard assessments of the workplace, communicate findings to staff, and bring concerns regarding workplace health and safety to the attention of the Director.

The Committee will consist of up to four staff, including one person in senior management.

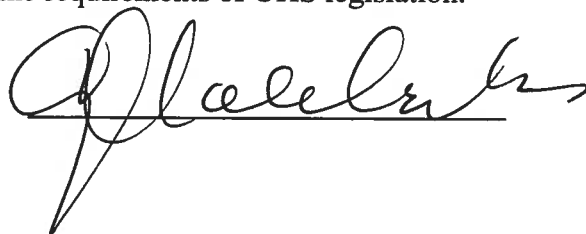
The Committee will facilitate health and safety training and provide safety orientations for new employees and volunteers.

The Committee will encourage and commend safe work practices.

Contractors and Volunteers

Contractors and volunteers are responsible for following all health and safety procedures and working within the requirements of OHS legislation.

Chair's Signature:

A handwritten signature in black ink, appearing to read "D. Macleod", written over a horizontal line.