



# Woodstock Public Library Policy

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**Policy Name:** Health & Safety

**Category:** Personnel

**Version:** 09 March 2021

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## **POLICY STATEMENT AND RATIONALE**

The Woodstock Public Library Board is vitally interested in the health and safety of its workers. The protection of all workers from injury or occupational disease is a major continuing objective. The Woodstock Public Library Board makes every effort to provide and maintain a safe and healthy work environment by abiding by all applicable legal requirements. All supervisors and workers must be dedicated to the continuing objective of reducing injury and risk to health.

## **SCOPE**

This policy shall apply to all library staff, including but not limited to, workers, contractors, volunteers and Board members of the Woodstock Public Library Board.

## **DEFINITIONS**

In reading and interpreting this policy, the following definitions shall apply:

*“Employer”* means a person who employs one or more workers or contracts for the services of one or more workers, and includes a contractor or subcontractor who performs work or supplies services, and a contractor or subcontractor who undertakes with an owner, constructor, contractor, or subcontractor to perform work or supply services.

*“Library”* means the Woodstock Public Library.

*“Library Board”* means the Woodstock Public Library Board.

*“Worker”* means any of the following: a person who performs work or supplies services for monetary compensation; a secondary school student who performs work or supplies services for no monetary compensation under a work

experience program authorized by the school board that operates that school in which the student is enrolled; a person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution; or such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

“*Workplace*” means any land, premises, location or thing at, upon, in or near which a worker works. For the purpose of this policy, this includes all library facilities, sponsored events and meetings, travel while on Library business, and any other location where Library business is being conducted.

## **POLICY, PROCEDURE AND IMPLEMENTATION**

### **1.0 Responsibility**

- 1.1 The *Ontario Occupational Health and Safety Act (25(2)(J))* requires employers to prepare and review at least annually a written occupational health and safety policy, and to develop and maintain a program to implement the policy.
- 1.2 The Woodstock Public Library Board, as an Employer, is ultimately responsible for worker health and safety. The Library Board and its management will take all reasonable steps to prevent injury and create a safe and healthy workplace.
- 1.3 To achieve this, the Library will include health and safety concerns in our organizational activities through ongoing consultation and interaction with the Joint Health and Safety Committees and Health and Safety Representatives. The Board is dedicated to this through ongoing assessments and annual review of the Library’s health and safety program.
- 1.4 Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible to ensure that workers are aware of potential or actual workplace hazard and follow established safe work practices and procedures. Workers are to receive training in their work tasks to protect their health and safety before commencement of the job.
- 1.5 Every Worker is to protect, and is responsible for his or her own health and safety, by working in compliance with the legislative requirements, safe work practices, procedures, standards, safety rules, and rules of conduct as established by the Library.

- 1.6 It is in the best interest of all levels of the Library to consider health and safety in every activity. Commitment to Health and Safety is an integral part of this organization from workers to senior management.

## **RELATED DOCUMENTS AND POLICIES**

*Ontario Occupational Health and Safety Act*

## **DOCUMENT REVISION RECORD**

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