

Woodstock Public Library

Policy Manual

Section: 4. Personnel

Subsection 4.5 General

Paragraph: 4.5.3 Health and Safety Policy

Statement of Policy:

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

The Woodstock Public Library Board, as the Employer, is ultimately responsible for worker health and safety. As Chief Executive Officer, I give you my personal promise that every reasonable precaution will be taken for the protection of all workers.

Supervisors must be accountable for the health and safety of workers under their direct Supervision. Supervisors are responsible to ensure that machinery and equipment are safe and in good working order, and that workers comply with established safe work practices and procedures. Workers are to receive adequate training in their work tasks to protect their health and safety before commencement of the job.

Every worker is to protect and is responsible for his or her own health and safety by working in compliance with the legislative requirements and the safe work practices and procedures as established by the Board.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety forms an integral part of this organization.

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Responsibility:	Board, C.E.O., Supervisor's and workers