

Title:	Occupational Health, Safety and Workplace Violence	Ref. No:	HS-001
Author:	HR & Corporate Services	Current Effective Date:	20-Aug-2015
Approved By:	Library Board	Last Revision Date:	20-Mar-2014
Reviewed By:	Joint Health & Safety Committee	Next Review Date:	20-Aug-2016

1.0 Standard

1.1 Purpose

The purpose of this policy is to ensure that all library workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a health and safe work environment.

1.2 Definitions

- none

1.3 Scope

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers and interns), consultants, contractors, workers and every person accessing the library for services.

1.4 Roles & Responsibilities

The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health and prevent workplace illness and injuries, harassment and workplace violence.

1.5 Policy

Oakville Public Library, in the performance of its services, is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated.

Every worker, contract worker and sub-contractor, including every person accessing library property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures established and required by the library.

Supervisors will be held accountable for the health and safety of workers under their supervision.

The library provides a safe and healthy workplace by supporting a formal program of education and training; preventing accidents, workplace harassment and violence, including domestic violence in the workplace; and reducing injuries and occupational illness through accident

investigations, follow up action and the recommendations of the Joint Health and Safety Committee.

2.0 Communication

This policy will be posted on the Health & Safety Bulletin Board at each library branch as well as on the library's portico page.

3.0 Training

All new employees will review the Occupational Health, Safety and Workplace Violence during their orientation. This policy will also be reviewed annually with staff at the next library staff meeting following Board approval.

4.0 Evaluation

The effectiveness of training on the Health & Safety Policy will be assessed through random verbal employee surveys. The Joint Health & Safety Committee will review this policy annually and make recommendations for changes as required. The C.E.O. will review and sign this policy annually following Board approval.

5.0 Acknowledging Success/Make Improvements

This policy will be reviewed annually by the Joint Health & Safety Committee and revisions will be brought to the Oakville Public Library Board for approval.

Appendices

None

References

Referenced Legislation

Occupational Health and Safety Act R.S.O. 1990 c. O.1

Referenced Policy

None