Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources **Policy Number: HR-09**

Policy Title: Health and Safety **Initial Policy Approval Date: 2001**
Last Review/Revision Date: October 2024

Year of Next Review: October 2025

The library board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principle of the policy is the responsibility of all employees in maintaining a safe workplace which is best achieved through consultation and co-operation between management and employees.

Section 1: Legislative Requirements

1. The ***Occupational Health and Safety Act*** (***OHSA)*** requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.

2. The requirements of the ***OHSA*** apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act.

3. If a paid worker suffers a critical injury, the ***OHSA*** requires that the employer immediately notify the Ministry of Labour Health & Safety Contact Centre and the Workplace Health and Safety representative. The employer and the employee health and safety representative must prepare a written report (see Section 4), and forward to a director of the Ministry of Labour within 48 hours. (See Appendix A).

4. The ***OHSA*** sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the *Occupational Health and Safety Act* requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

5. ***Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training*** requires a worker to complete a basic occupational health and safety awareness training program

Section 2: Rights of the Worker

1. A worker has the following rights:
   a) to participate in the process of identifying and resolving workplace health and safety concerns

b) to know about potential hazards to which he or she may be exposed
c) to refuse work that he or she believes is hazardous to either his or her own health and safety or that of another worker
d) all other rights indicated in the ***Occupational Health and Safety Act***

Section 3: Responsibilities

1. The Ontario ***Occupational Health and Safety Act*** (OHSA) and its regulations impose a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety.

2. The Library Board delegates authority to administer and direct health and safety to the Library CEO.

3. The Library CEO is responsible for:
   a) ensuring adherence to the principles of this policy
   b) ensuring compliance with all applicable health and safety legislation
   c) ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources
   d) investigating all accidents involving personal injury and reporting incidents to proper authorities when required
   e) addressing employees' safety concerns promptly
   f) ensuring that health and safety infractions are addressed

4. Supervisors are responsible for:
   a) making sure that work is done safely
   b) ensuring employees are aware of hazards and how to protect themselves
   c) maintaining an orderly and uncluttered work area
   d) providing adequate training to employees in order to protect their health and safety
   e) investigating in the presence of the employee health and safety representative, refusals to work or, in the event that they are not available, a fellow employee

5. Employees are responsible for:
   a) knowing procedures to follow in the case of accidents or sudden illnesses
   b) reporting any known hazards to their supervisors
   c) reporting any accidents or injuries to their supervisors
   d) understanding the hazards associated with any materials they used and all relevant safety information regarding their use
   e) reporting any missing or defective equipment

f) maintaining an orderly and uncluttered work area
g) operating any equipment in a way that will not endanger any employee
h) knowing the location of the first aid kit
i) knowing the locations and use of the fire extinguishers as well as the location of emergency exits
j) participating in fire drills and other emergency evacuation procedure

Section 4: Emergency Response Information for Employees with Disabilities

1. In accordance with ***Ontario Regulation 165/16 Integrated Accessibility Standards*** the library will provide individualized workplace emergency response information for an employee who has a disability, if the disability is such that the information is necessary and the library is aware of the need for accommodation due to the employee's disability.

2. With the employee's consent the workplace emergency response information shall be provided to the person designated to provide assistance.

3. The individualized workplace emergency response information shall be reviewed when:
   a. the employee moves to a different work location,
   b. the employee's overall accommodation needs are reviewed, and
   c. the overall emergency response procedures are reviewed

Section 5: Health and Safety Representative

1. The ***OHSA*** requires that a workplace with fewer than 20, but more than five employees, have a workplace Health and Safety Representative. In accordance with Section 8 of the *Occupational Health and Safety Act*:
   a) employees will appoint one health and safety representative from among the workers who does not exercise managerial functions and has powers as set out in Section 8(11) of the ***OHSA***
   b) the library board will pay the representative while carrying out his or her duties

2. The Health and Safety Representative will, in accordance with Section 8 of the *OHSA*:
   a) identify workplace hazards
   b) inspect the workplace at least once a month
   c) be consulted about workplace testing
   d) make recommendations to the CEO

e) investigate work refusals and serious accidents
f) maintain a health and safety bulletin board which will include but not be limited to:
   i. a copy of the ***Occupational Health and Safety Act***
   ii. copies of the following Trillium Public Library policies: ***HR-09 Health and Safety***, ***HR-08 Prevention of Workplace Violence,*** and ***HR-07 Human Rights – Discrimination and Workplace Harassment***
   iii. the most recent version of the poster from the Ministry of Labour entitled ***What You Should Know About the Ontario Employment Standards Act***
   iv. the most recent version of the poster from the Workplace Safety and Insurance Board entitled ***In Case of Injury--1234***
g) be trained in basic first aid by an accredited agency
h) maintain the first aid box which meets the requirements of the ***Workplace Safety and Insurance Act Regulation 1101*** (For contents, see Appendix B of this policy)

Section 6: Working Alone

Working alone describes a situation where a person is the only employee in the library, or where the employee does not have direct contact with a co-worker.

1. Employees will not work alone in the library. Volunteers and students will not work alone.

Related Documents:

Policy Number **HR-07*: Workplace Harassment and Discrimination***
Policy Number **HR-08*: Prevention of Workplace Violence***
Occupational Health and Safety Act, R.S.O. 1990, chapter O.1
Ontario Regulation 165/16 Integrated Accessibilities Standards s. 27
Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training

Appendix A

Ministry of Labour Health and Safety Contact Centre

Toll-free: 1-877-202-0008 TTY: 1-855-653-9260

- Call any time to report critical injuries (see note below), fatalities or work refusals.
- Call 8:30 a.m. – 5:00 p.m., Monday – Friday, for general inquiries about workplace health and safety.
- In an emergency, always call 911 immediately.

A critical injury:

- places life in jeopardy
- produces unconsciousness
- results in a substantial loss of blood
- involves the fracture of an arm or leg (but not a finger or toe)
- results in the amputation of an arm, leg, hand or foot (but not a finger or toe)
- involves burns to a major portion of the body, or
- causes the loss of sight in an eye

Appendix B

First Aid Station Requirements

(1) As outlined in Workplace Safety and Insurance Act 1997, Regulation 1101, Section 8, the library will have a first aid station with a first aid box which is furnished and provided by the library itself. It will contain as a minimum,

(a) a current edition of a standard *St. John Ambulance First Aid Manual*;
(b) 1 card of safety pins; and
(c) dressings consisting of,
(i) 12 adhesive dressings individually wrapped,
(ii) 4 sterile gauze pads, 3 inches square,
(iii) 2 rolls of gauze bandage, 2 inches wide,
(iv) 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
(v) 1 triangular bandage.

(2) The employer shall ensure that the first aid station is at all times in the charge of a worker who,

(a) is the holder of a valid St. John Ambulance Emergency First Aid Certificate or its equivalent; and

(b) works in the immediate vicinity of the station.