Policy Type: Operational | **Policy Number: OP-02**

Policy Title: Safety, Security and Emergencies in the Library

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The Township of Madawaska Valley Public Library Board (the Board) is committed to providing a safe and healthy work environment for staff members, volunteers, and members of the public. The Board also acts to protect and secure the Library's property.

1. The Board, the Chief Executive Officer (the CEO) and library staff and volunteers share the responsibility to ensure a safe and secure workplace.

2. The *Ontario Occupational Health and Safety Act and Regulations*, R.S.O. 1990, c. O.1 (OHSA) imposes 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. The Board designates the CEO as supervisor, in accordance with OHSA.

3. The Board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the library user.

4. All board members, staff members, and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.

5. The Board ensures that funding, time, and resources are dedicated to training the staff members in safety, security, and emergency procedures.

6. The CEO develops safety and security *programs* that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of:
   a) harassment and violence that compromise the safety and health of staff members, volunteers, and the public, including bomb threats, harmful, abusive and/or dangerous behaviour by individuals, and medical emergencies *(see HR-07, HR-08, HR-09);*
   b) crime, including theft, vandalism, and drug dealing and/or use;
   c) disasters that threaten collections, furniture and equipment, including fire and flood.

7. The Library strives to maintain a safe and healthy environment for its clients and staff members. The CEO develops programs for safe work practices, including WHIMS, ergonomics, harassment, and indoor air quality:
   a) All persons are encouraged to be mindful and respectful of the sensory comfort of other library users and staff members
   b) No one shall exhibit bodily hygiene or strong perfumes / colognes so offensive as to constitute a nuisance to other library clients and staff.

6. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the Library during an emergency or catastrophe.

7. Working alone describes a situation where a person is the only staff member in the library, or where the staff member does not have direct contact with a co-worker. In this instance, the staff member refers to paid staff. The Board directs the CEO to develop a plan for working alone. The plan will identify the occupational hazards, procedures for personal safety, special training, and securing emergency assistance in the event of an incident when working alone. In addition:
   a) All staff members will be made aware of potential risks and will be trained on procedures when working alone
   b) Staff members will not work alone in the library without the prior consent and knowledge of the CEO.

8. Staff members will enforce the Library Code of Behaviour in order to ensure safety and security in the library. (See OP-04 Public Code of Conduct.)

9. In accordance to **Ontario Regulation 165/16 Integrated Accessibility Standards** all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.

10. The Library cooperates with other agencies responsible for health and safety, and local emergency preparedness. (See Appendix A for time-sensitive requirements related to health, safety and emergencies.)

Related Documents:

Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (Last amendment: 2018)

Ontario Regulation 165/16 Integrated Accessibilities Standards

Policy Number OP-04 Public Code of Conduct

Policy Number OP-17 Meeting the Requirements of the AODA Regulations

Policy Number HR-07 Workplace Harassment and Discrimination

Policy Number HR-08 Prevention of Workplace Violence

Policy Number HR-09 Health and Safety

Policy Number HR-13 COVID-19 Pandemic Policy

Policy Number HR-17 Meeting the Requirements of the AODA Regulations

Appendix A*

COVID-19 Emergency

The Madawaska Valley Public Library (the Library) works with other agencies responsible for health and safety and emergency preparedness. During the COVID-19 pandemic of 2020, the Library responded to specific requirements under provincial legislation, including regulations as well as to requirements of the local public health unit. As an organization that is permitted to open as per RULES FOR AREAS AT STEP 3 AND AT THE ROADMAP EXIT STEP Ontario Regulation 213/22, our Library now has been given a responsibility and additional requirements with respect to implementing mandatory mask use.

1. Staff, Board Members, and volunteers are encouraged to wear masks while indoors, and to continue to use caution with hygiene, sanitation practices, and social distancing.

1. The Library will continue to offer "curb side" pick up as an alternative service option:
   a) Items can be reserved through the online catalogue or phoned in or requested by email;
   b) Once ready, items can be picked up at the front door.

2. The Library will maintain a sanitization and cleaning routine, and will have an alcohol-based hand rub at all entrances and exits for the use of all persons entering or exiting the establishment.

3. Library staff will be trained in the requirements of this policy, including all aspects of Appendix A.

4. A copy of this entire policy, including Appendix A, will be available, upon request, to the public and to a Public Health Inspector or other person authorized to enforce the provisions of the EMPCA.

** This appendix may be amended from time to time to meet legislative requirements and public health advice. This appendix is superseded by current provincial and public health guidelines.*