

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OHS1	<b>Title:</b> <i>Commitment to Provide a Healthy and Safe Environment</i>
<b>Type:</b> Operational: Health and Safety	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Odd Years)
<b>Amended:</b> 09-20-18	<b>Previously:</b>
<b>Related Policies</b>	•
<b>Associated Documents</b>	• <i>Ontario Employment Standards Act, S.O. 2000, c. 41</i>
<b>Implementation Procedures</b>	• Appendix M: Health and Safety Inspection Checklists

1. The Schreiber Public Library will meet all Health and Safety requirements, in accordance with the *Ontario Employment Standards Act, S.O. 2000, c. 41*. They include, but are not limited to, providing adequate Health and Safety Representatives and/or Officers and Committees, as well as Policies, Procedures, and Plans to protect against accident or injury to patrons and staff.
2. To best serve our patrons, staff, and community, the Library must be a safe and healthy environment to work in and visit. In order to maintain this end, the following quarterly Health and Safety checks will be completed by the Chief Executive Officer (CEO) and/or a staff designate:
  - 2.1. Floors and carpets are securely attached;
  - 2.2. Stairwell carpeting is attached without visible obstructions;
  - 2.3. Stair railings are secure and without obstructions;
  - 2.4. All materials are hung in a secure manner;
  - 2.5. All books are housed and/or displayed in a safe manner;
  - 2.6. There are no identifiable choking hazards, including computer wiring;
  - 2.7. There are no identifiable sharp edges on shelving;
  - 2.8. All chairs are stable;
  - 2.9. Washrooms are clean, sanitized, and tidy;
  - 2.10. Staff room counters and sink are clean;
  - 2.11. Refrigerator and microwave are clean;
  - 2.12. Fire extinguishers are charged and signed off for the current month;
  - 2.13. Fire exits are clearly marked;
  - 2.14. Fire exits are clear of obstructions;
  - 2.15. All emergency exit lights are lit (with battery backup);
  - 2.16. Smoke detectors are clear of dirt, dust, and debris;
  - 2.17. All fire doors are closed or open with an alarmed release;
  - 2.18. Exterior walkways are clear of debris, including ice and snow;
  - 2.19. Proper cleaning materials are available for staff use, including cleaning products, gloves, and hand sanitizer;
  - 2.20. Overhead lights and covers are secure and clear of debris;
  - 2.21. Basement stairs are clear;
  - 2.22. No materials are stored directly under basement stairs or adjacent to furnace;
  - 2.23. First Aid Kit, including CPR mask, is available to staff and inspected for missing/used items;

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- 2.24. All staff are certified with current First Aid and CPR Certification.
3. In addition to physical safety, a healthy environment includes a facility which is warm, welcoming, and free of harassment. Schreiber Public Library does not condone any behaviour which is deemed by patrons, staff, or the Board to be:
- 3.1. Threatening or harassing (physical, verbal, sexual, emotional);
  - 3.2. Inappropriate entrance to the Library, including patronizing while under the influence of alcohol or drugs;
  - 3.3. Or otherwise unwanted by patrons, staff, or Board.
4. Anyone behaving in an inappropriate manner will be spoken to by staff and may be removed temporarily or for a suitably timed duration following the event. This includes staff, Board, volunteers, patrons, and visitors alike.