

REPORT

Oakville Public Library Board

Meeting Date: October 17, 2024

FROM: Oakville Public Library

DATE: October 8, 2024

SUBJECT: Health and Safety Report – October 17, 2024

RECOMMENDATION:

That the Health and Safety report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- There were two injury/incidents to report for the month of September 2024.
- To date, Oakville Public Library (OPL) is reporting half the number of staff injuries/incidents to the previous years in the same reporting period.
- OPL will continue to monitor staff injuries/incidents to identify trends and to maintain a safe and healthy workplace.

BACKGROUND:

OPL has two injuries/incidents to report for the month of September 2024. The reporting period is from January 1 – September 30 for each of the years indicated below.

Both injuries/incidents were noted as minor first aid and was reviewed by management to prevent future injuries/incidents.

Staff Injuries	2022	2023	2024
No Time Loss	11	15	7
Time Loss	2	0	0
Total Injuries for the Reporting Period	13	15	7
Annual Total Injuries*	15	16	7

**Total annual injuries for 2024 is based on year-to-date (reporting period).*

Joint Health & Safety Committee

The Joint Health & Safety Committee (JHSC) meets regularly to identify potential health and safety issues and bring them to the employer's attention and kept informed of health and safety developments in the workplace by the employer. The JHSC met on September 26, 2024. The JHSC did not bring forward any concerns from their monthly inspections. Items noted in the monthly inspections were being addressed by Facilities Services.

The JHSC did review the status of the annual fire drills at each of the branch locations. Most of the branch locations have completed their fire drills and noted feedback from staff to their specific branch management upon completion. Any remaining branch locations to complete their fire drills have been working with Facilities Services to coordinate a date within the next month.

In addition, the JHSC reviewed the procedures for Smoking and Vaping along with the addition of Smudging as a separate procedure. The Smudging procedure reflects the steps approved by the fire department to have smudging ceremonies at either OPL or Town's locations.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on October 31, 2024.

APPENDICES:

N/A

Prepared by:
Tricia Agnew, Human Resources Manager

Submitted by:
Tara Wong, CEO