

# REPORT

## Oakville Public Library Board

**Meeting Date: July 18, 2024**

**FROM:** Oakville Public Library

**DATE:** July 9, 2024

**SUBJECT:** Health and Safety Report – July 18, 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 injuries/incidents to report for the month of June 2024.
- To date, Oakville Public Library (OPL) is reporting lower 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 one injury/incident to report for the month of June 2024. The reporting period is from January 1 – June 30 for each of the years indicated below.

The incidents were reviewed by management and no further action required. Both incidents were classified as minor first aid.

<b>Staff Injuries</b>			
	<b>2022</b>	<b>2023</b>	<b>2024</b>
No Time Loss	9	7	4
Time Loss	1	0	0
<b>Total Injuries for the Reporting Period</b>	<b>10</b>	<b>7</b>	<b>4</b>
<b>Annual Total Injuries*</b>	<b>15</b>	<b>16</b>	<b>4</b>

*\*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 June 27, 2024 during this reporting period.

The JHSC reviewed two Health & Safety procedures for ongoing compliance. In addition, a discussion on temperature fluctuation in the branches when the seasons change. OPL acknowledges the fluctuation experienced in some branches and has put in measures, such as additional fans, while the situations are being assessed by Facilities and/or HDSB.

Site inspections were completed at each branch site by the JHSC committee member in conjunction with a leader on-site. The monthly workplace site inspections are to identify hazards within the worksite. If a hazard is identified, OPL JHSC will notify Facility Services which will complete any corrective actions that may need to take place. At the meeting, JHSC committee did not note any concerns related to workplace hazards.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on September 26, 2024. The JHSC does not meet over the summer but will continue to complete monthly site inspections.

### **APPENDICES:**

N/A

Prepared by:  
Tricia Agnew, Human Resources Manager

Submitted by:  
Tara Wong, CEO