



Occupational Health, Safety & Workplace Violence

Policy Number:	HR-007
Policy Category:	Human Resources
Approved by:	OPL Board
Accountability:	Chief Executive Officer
Approval Date:	July 20, 2023
Effective date:	July 20, 2023
Next Review Date:	<u>2024-2025</u>
Supersedes:	December 2022 <u>July 2023</u>

PURPOSE STATEMENT:

The purpose of this policy is to ensure that all library workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health, safety and prevent workplace illness and injuries, harassment and workplace violence.

SCOPE:

This policy applies to all library employees (including but not limited to full-time, part-time, students, volunteers, interns), contractors, sub-contractors, consultants, workers and every person accessing the Library for services.

POLICY STATEMENT:

Oakville Public Library (OPL), in the performance of its services, is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. OPL will follow the guidelines and directives of the federal, provincial and regional government authorities, including the branches of public health.

Every worker, contract worker and sub-contractor, including every person accessing library property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures established and required by the Library.

All levels of supervisors will be held accountable for the health and safety of workers under their supervision.

The Library provides a safe and healthy workplace by supporting a formal program of education and training, including those required by federal, provincial, and regional government authorities (including the branches of public health); by preventing accidents, workplace harassment and violence, including domestic violence in the workplace; and by

reducing injuries and occupational illness through accident investigations, follow up action and the recommendations of the Joint Health and Safety Committee (JHSC).

RESPONSIBILITIES

Employer:

- Comply with all regulations made under *Occupational Health & Safety Act*;
- Develop and implement an occupational health and safety program and policy;
- Ensure that all staff and contractors are aware of and effectively practice the policies and procedures set out;
- Take all reasonable precautions to protect the health and safety of workers;
- Ensure that equipment, materials and protective equipment are maintained in good condition;
- Provide information, instruction and supervision to protect worker health and safety;
- Co-operate with the JHSC;
- Provide ongoing health and safety education or training programs and approved first aid training courses as required.

Employees:

Employees have a general duty to take responsibility for personal health and safety, which means they should not behave or operate equipment in a way that would endanger themselves or others.

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Participate in education and training;
- Report any incidents, near misses, injuries or illnesses;
- Suggest ways to eliminate hazards or control risk;
- Use any equipment, protective devices or clothing required by the employer;
- Report any known workplace hazard to the employer or leader.

Leaders:

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Provide instructions to employee about health and safety work procedures. As part of the routine duties, the leader shall require employees to use personal protective equipment as appropriate;
- Provide an example for others by always directing and performing work in a safe manner;

- Conduct regular inspections for unsafe practices and conditions and ensure prompt corrective action;
- Enforce all established safety regulations and work methods. Take corrective action as necessary;
- Report all incidents immediately, investigate all incidents fully, and advise senior management on how to prevent similar incidents in the future.

Joint Health & Safety Committee (JHSC):

- Work in compliance with the *Occupational Health and Safety Act* and regulations;
- Identify health and safety issues or situations;
- Makes recommendations to OPL to improve the health and safety of workers and strives to resolves any issues that arise around issues of health and safety.

REFERENCES:

Occupational Health and Safety Act (OHSA)

Ontario Human Rights Code