

# REPORT

## Oakville Public Library Board

March 20, 2025

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**FROM:** Oakville Public Library

**DATE:** March 11, 2025

**SUBJECT:** Health and Safety Report – March 20, 2025

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### 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 was one incident to report for the month of February 2025.
- To date, Oakville Public Library (OPL) is reporting similar 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 incident to report for the month of February 2025. The reporting period is from January 1 – February 28 for each of the years indicated below.

The incident was reviewed by management and corrective actions took place to prevent future incidents.

Staff Injuries			
	2023	2024	2025
No Time Loss	0	1	1
Time Loss	0	0	0
<b>Total Injuries for the Reporting Period</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Annual Total Injuries*</b>	<b>16</b>	<b>7</b>	<b>1</b>

*\*Total annual injuries for 2025 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 did not meet in February 2025 as quorum was not met. OPL schedules more JHSC meetings annually than required under the *Occupational Health & Safety Act* (OHSA) to cover for unexpected meeting cancellations.

All site inspections were completed in February 2025.

Site inspections are 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 Facilities which will complete any corrective actions that may need to take place.

The next Joint Health & Safety Committee monthly meeting will be held on virtually on March 20, 2025.

### **APPENDICES:**

N/A

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