

REPORT

Oakville Public Library Board

August 21, 2025

FROM: Oakville Public Library

DATE: August 12, 2025

SUBJECT: Health and Safety Report – August 21, 2025

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 four incidents to report for the months of June and July 2025.
- To date, Oakville Public Library (OPL) is reporting similar staff injuries/incidents to 2023 during 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 had four incidents to report for the months of June and July 2025. The reporting period is from January 1 – July 31 for each of the years indicated below.

OPL had three no time loss incidents which required minor first aid. Each incident was reviewed at the individual branch sites and corrective action taken by management. The one time loss incident is related to ergonomics and OPL is working with the employee for an early and safe return back to work.

| Staff Injuries | | | |
|--|------|------|------|
| | 2023 | 2024 | 2025 |
| No Time Loss | 8 | 5 | 7 |
| Time Loss | 0 | 0 | 1 |
| Total Injuries for the Reporting Period | | | |

| | | | |
|-------------------------------|-----------|----------|----------|
| | 8 | 5 | 7 |
| Annual Total Injuries* | 16 | 7 | 7 |

**Total annual injuries for 2025 are 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 26, 2025. The JHSC committee reviewed H&S procedures on confined spaces and bi-lateral work stoppages along with a roundtable discussion on items such as outlet covers, dress code, and the protocols around the use of small kitchen appliances.

All site inspections for the months of June and July 2025 have been submitted and items actioned as required.

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 September 25, 2025. The JHSC does not meet over the summer but continues to complete monthly site inspections.

APPENDICES:

N/A

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