

Safety, Security & Emergency Policy

Policy

The Lake of Bays Township Public Library Board (the Board) is committed to providing a safe and healthy work environment for staff and members of the public who use the library. The Board also acts to protect property. The Board, CEO, and the library employees share the responsibility to ensure a safe and secure workplace.

Procedure

1. The **Ontario Occupational Health and Safety Act and Regulations, R.S.O. 1990, c. O.1 (OHSA)** imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety. The Board designates the CEO as the supervisor, in accordance with OHSA.
2. The Board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
3. The Board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the library users. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The Library cooperates with the Township of Lake of Bays Health & Safety Worker Representatives who develop safety programs that include procedures, implementation plans, enforcement, and reporting for:
 - Safe work practices, including WHMIS, ergonomics, working alone, harassment, and indoor air quality.
 - Events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals and medical emergencies.
 - Crime prevention, including theft, vandalism, and drug dealing or use.
 - Disasters that threaten collections, furniture and equipment, including fire and flood.
5. In the event of extreme weather or power failure the Branch Librarian or staff on duty will determine the necessity of closure in consultation with the CEO. If the CEO is not available, the Librarian in Charge will phone and leave a message explaining the situation, as well as e-mailing the CEO with the particulars of the closure.

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Date reviewed:

- Power failure - wait 30 minutes, if the power has not been restored, post a sign stating the reason for closure.
- Extreme weather - The primary consideration is safety. In the event of severe weather, post a sign stating the reason for closure. Examples of extreme weather include highway, municipal and office closures.

• Approved: June 27th 2016

Review: June 2020

• Signature of the Chairperson _____