



Health & Safety Policy

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Purpose

The Burlington Public Library Board is committed to providing a safe working environment. Burlington Public Library (BPL) acknowledges it has a statutory duty to take all reasonable precautions to protect employees, contractors, volunteers, and all other individuals' onsite. BPL will make every effort to provide a safe and healthy work environment for all staff. Active participation and prevention at all levels will help ensure accidents are avoided. Supervisors and workers must refrain from any actions or activities that could jeopardize the health and safety of others and must work to reduce the risk of injury.

BPL is committed to promoting a safe and healthy workplace for all employees, contractors, volunteers, and visitors. In pursuit of our commitment, we will develop, implement, and enforce policies and procedures that promote and provide a healthier, safer work environment. We understand the importance of safety to the well-being and productivity of our employees and strive to safeguard the workplace from injury and malfeasance through negligence.

Scope

This policy applies to all BPL employees, contractors, volunteers, and the Library Board.

Policy Statement

This policy outlines the responsibilities of all parties in maintaining a safe and healthy work environment. BPL will act in compliance with all applicable workplace health and safety legislation.



Communication

BPL encourages open communication on health and safety issues. Open communication is essential to providing an accident-free and productive work environment.

- Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.
- Health and safety comments will be reviewed by Human Resources. The Manager of Human Resources will initiate an investigation on each reported or potential hazard.
- Employees should inform their supervisor or human resources of any matter they perceive to be an actual or potential workplace hazard.

Roles and responsibilities

Safety is everybody's responsibility as identified in the following.

Burlington Public Library

BPL has the primary responsibility to establish and maintain a safe work environment as defined in this Policy. Employer responsibilities include:

- Supply an effective strategy to manage the occupational health and safety concerns of the organization.
- Allocate and govern resources properly to achieve the health and safety requirements of employees, and that policies comply with the BPL's legal obligations.
- Foster a workplace culture of safety with appropriate leadership.
- Review policies annually for compliance and efficiency and revise where necessary.
- Provide all relevant parties with a copy of all orders or reports issued to the employer by a Ministry of Labour inspector and inform the committee of any work-related incidents involving injury, death, or occupational illness.

Manager/Supervisor

All staff responsible for supervision have an essential role in maintaining a safe work environment and in preventing workplace accidents and injuries. Their primary responsibilities with respect to workplace health & safety are:

- Help develop, implement, and enforce BPL policies and procedures.

- Continually promote health and safety awareness with instruction, information, training, and supervision to ensure the safe performance of employees.
- Use the process of hazard identification, risk management, and incident investigation.
- Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- Be accountable for the health and safety of employees under their supervision.
- Ensure that tools and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.

Human Resources

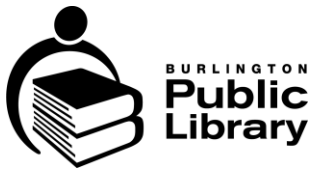
The responsibilities of Human Resources include to:

- Liaise with government agencies to ensure workplace health and safety compliance.
- Advise management on safety and health policy issues.
- Coordinate health and safety inspections and follow up to ensure the completion of necessary corrective actions.
- Develop best practices that support a strong health and safety program.
- Design and develop accident and incident reports and investigation procedures.
- Maintain an up-to-date knowledge of applicable health and safety regulations as mandated locally, provincially, or federally.
- Design and develop BPL policies and procedures related to workplace safety and health issues.

All Employees and Others

All employees are part of creating a safe workplace. Their primary responsibilities with respect to workplace health & safety are:

- Comply with occupational health and safety policies and procedures.
- Notify managers of any health and safety concerns, so they may be dealt with promptly.
- Protect their own health and safety by working in compliance with the law, safe work practices, and procedures established by the organization.
- Use appropriate personal protective equipment as required.



- Report unsafe or potentially hazardous conditions, without fear of reprisal, to their manager or human resources.
- Complete required occupational health and safety training.
- Perform duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- Report any incident, injury, or hazard as outlined in BPL procedures.
- Report any acts of violence or harassment in the workplace.
- Promote a hazard-free workplace.
- Learn the posted emergency plan detailing the facility's procedures pertaining to fire, weather, or medical emergency.

Joint Health and Safety Committee

The Joint Health and Safety Committee works together to identify and recommend solutions to health and safety issues within the BPL. The committee also provides the following;

- Commit to improving health and safety conditions in the workplace.
- Stimulate and raise awareness of health and safety issues in the workplace.
- Recognize and identify workplace risks and hazards.
- Develop recommendations to address risks and hazards.
- Conduct regular workplace inspections and make written recommendations.
- Develop and implement accident prevention and health and safety programs.
- Listen to employee complaints, concerns, and suggestions.
- Participate in health and safety inquiries and investigations.
- Advise on health and safety matters, such as personal protective equipment.
- Maintain accurate and detailed records of near misses, accidents, and injuries.
- Promote and monitor compliance with health and safety regulations.
- Monitor the effectiveness of existing health and safety programs and policies and assist with the implementation of improvements.
- Attend regular committee meetings.

Constructors

Constructor means a person who undertakes a project for BPL and includes an owner who undertakes all or part of a project by themselves or by more than one employee.

Constructors have the same general duties as employers. Constructors have a duty to

ensure that all contractors and subcontractors on a project comply with the Act, and that the health and safety of all workers on the project is protected.

Where so prescribed, constructors must also provide written notice to a director of the Ministry of Labour when a project begins.

Reporting Structures

Any concerns or near misses should be reported to the health and safety committee or representative and the appropriate manager. Employees who voice or identify a health and safety concern will not be subject to reprisal or retaliation.

Consequences of non-compliance

Employees who fail to meet their obligations concerning health and safety, may result in disciplinary action up to and including termination of employment.

Legislation

In the event that any portion of this Policy is inconsistent with relevant federal or provincial legislation, that portion and only that portion of the Policy shall have no application to the extent of that inconsistency. All other portions of the Policy shall continue in full force and effect.

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