

# Madawaska Valley Public Library Policy Manual

Policy Type: Human Resources

Policy Number: HR-09

Policy Title: Health and Safety

Initial Approval Date: November 2015  
Last Review / Revision Date: 2020  
Review Date: 2021

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## Objective

To establish guidelines that will ensure that the Madawaska Valley Public Library (the Library) is a healthy and safe workplace and to integrate health and safety practices in all areas of the workplace.

## Scope

The Township of Madawaska Valley Public Library Board (the Board) and the Chief Executive Officer (the CEO) are committed to healthy and safe practices in the Library. It is the responsibility of all personnel to maintain a safe workplace which is best achieved through consultation and co-operation between the Board, management, and staff members.

## Section 1: Legislative Requirements

1. The ***Occupational Health and Safety Act (OHS)*** requires that those who have any degree of control over the workplace ensure a safe and healthy work environment.
2. ***OHS*** requirements apply to every staff member who is being paid, regardless of the location where the work is performed. If staff members work at home and are being paid or are driving and being paid en route, they are covered under the Act.
3. If a paid staff member suffers a critical injury, the ***OHS*** requires that the employer must immediately notify the Ministry of Labour Health & Safety Contact Centre and the Workplace Health and Safety representative. The employer and the employee Health and Safety representative must prepare a written report and forward it within 48 hours to a director of the Ministry of Labour. See Appendix A.
4. The library complies with the ***OHS*** which sets out duties with respect to workplace safety, and materials and equipment in the workplace. ***Section 25(2)*** of the ***OHS*** requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

## Section 2: Rights of the Staff Member

1. A staff member has the following rights:
  - a) to participate in the process of identifying and resolving workplace health and safety concerns;
  - b) to know about potential hazards to which he or she may be exposed;

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- c) to refuse work that he or she believes is hazardous to either his or her own health and safety or that of another staff member
- d) all other rights indicated in the *Occupational Health and Safety Act*.

## Section 3: Responsibilities

1. The *Occupational Health and Safety Act* (OHSA) and its regulations impose a legal duty on employers and on supervisors for ensuring the well-being of staff members under their supervision and to take reasonable measures to protect their safety.
2. The Board designates the Library CEO as the supervisor in accordance with *OHSA*. The Board delegates authority to administer and direct health and safety to the CEO.
3. The Library CEO is responsible for:
  - a) ensuring adherence to the principles of this policy
  - b) ensuring compliance with all applicable health and safety legislation
  - c) ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources
  - d) investigating all accidents involving personal injury and reporting incidents to proper authorities when required
  - e) addressing employees' safety concerns promptly
  - f) ensuring that health and safety infractions are addressed.
4. Supervisors are responsible for:
  - a) making sure that work is done safely
  - b) ensuring employees are aware of hazards and how to protect themselves
  - c) maintaining an orderly and uncluttered work area
  - d) providing adequate training to employees in order to protect their health and safety
  - e) investigating refusals to work in the presence of the employee health and safety representative or, in the event that he/she is not available, a fellow employee.
5. Staff members are responsible for:
  - a) knowing procedures to follow in the case of accidents or sudden illnesses
  - b) reporting any known hazards to their supervisor
  - c) reporting any accidents or injuries to their supervisor
  - d) understanding the hazards associated with any materials used by the staff members and all relevant safety information regarding their use
  - e) reporting any missing or defective equipment
  - f) maintaining an orderly and uncluttered workplace

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- g) operating any equipment in a way that will not endanger any staff member
- h) knowing the location of the first aid kit
- i) knowing the locations and use of the fire extinguishers as well as the location of emergency exits
- j) participating in fire drills and other emergency procedures.

### Section 4: Health and Safety Representative

1. The *OHSA* requires that a workplace with fewer than 20, but more than five employees, have a workplace Health and Safety representative. The library has five (5) employees, therefore the CEO fulfills those duties, in accordance with **Section 8 of OHSA**, as follows:
  - a) Identify workplace hazards [section 8(10)]
  - b) Inspect the workplace at least once a month [section 8(6)]
  - c) Be consulted about workplace testing [section 8(11)]
  - d) Investigate work refusals [section 43(4)] and serious accidents [section 8(14)]
  - e) Maintain a health and safety bulletin board which will include but not be limited to:
    - i. The most recent version of the Minister of Labour's poster, "***What You Should Know About the Ontario Employment Standards Act***",
    - ii. A copy of the ***Occupational Health and Safety Act***
    - iii. Copies of the following Board policies: ***HR-09 Health and Safety***, ***HR-08 Prevention of Workplace Violence***, and ***HR-07 Discrimination and Harassment***
    - iv. The most recent version of the poster from the Workplace Safety and Insurance Board entitled "***In Case of Injury – 1234***"
  - f) Be trained in basic first aid by an accredited agency
  - g) Maintain the first aid box which meets the requirements of the ***Workplace Safety and Insurance Act Regulation 1101***. See Appendix B for the contents.

### Section 5: Emergency Response Information for Employees with Disabilities

1. In accordance with ***Ontario Regulation 191/11 Integrated Accessibility Standards*** the Library will provide individualized workplace emergency response information to staff members who have a disability, if the disability is such that the information is necessary and the library is aware of the need for accommodation due to the staff member's disability.
2. With the staff member's consent the workplace emergency response information shall be provided to the person designated to provide assistance.

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3. The individualized workplace emergency response information shall be reviewed when:
  - a) The staff member moves to a different work location
  - b) The staff member's overall accommodation needs are reviewed and
  - c) The emergency response procedures are reviewed.

### **Section 6: Working Alone**

1. Working alone describes a situation where a person is the only staff member in the library, or where the staff member does not have direct contact with a co-worker.
2. The Board directs the CEO to develop a plan for working alone. The plan identifies the occupational hazards, procedures for personal safety, special training, and how to provide emergency assistance in the event of an incident when working alone. In addition:
  - a) All workers will be made aware of potential risks and will be trained on procedures when working alone
  - b) Workers will not work alone in the library without the consent of the CEO
  - c) Volunteers and students will not work alone.

### **Related Documents:**

Policy Number **HR-07 Discrimination and Harassment**

Policy Number **HR-08 Prevention of Workplace Violence**

*Occupational Health and Safety Act*, R.S.O., 1990, c. O.1,

*Ontario Regulation 191/11 Integrated Accessibilities Standards* s. 27

*Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training*

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## Appendix A

### Ministry of Labour Health and Safety Contact Centre for Critical Injury

Contact: 1.877.202.0008

TTY: 1-855-653-9260

- Call any time to report critical injuries (see note below), fatalities or work refusals.
- Call 8:30 a.m. – 5:00 p.m., Monday – Friday, for general inquiries about workplace health and safety.
- In an emergency, always call 911 immediately.

A critical injury:

- Places life in jeopardy
- Produces unconsciousness
- Results in a substantial loss of blood
- Involves the fracture of an arm or leg (but not a finger or toe)
- Results in the amputation of an arm, leg, hand or foot (but not a finger or toe)
- Involves burns to a major portion of the body, or
- Causes the loss of sight in an eye

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## Appendix B

### First Aid Station Requirements

As outlined in Workplace Safety and Insurance Act 1997, Regulation 1101, Section 8 (1):

1. Every employer employing not more than five workers in any one shift at a place of employment shall provide and maintain at the place of employment a first aid station with a first aid box containing as a minimum,
  - a) A current edition of a standard St. John Ambulance First Aid Manual
  - b) 1 card of safety pins; and
  - c) Dressings consisting of:
    - i. 12 adhesive dressings individually wrapped
    - ii. 4 sterile gauze pads, 3 inches square
    - iii. 2 rolls of 2-inch gauze bandage
    - iv. 2 field dressings, 4 inches square or 2 four-inch sterile bandage compresses, and
    - v. 1 triangular bandage R.R.O. 1990, Reg 1101, s. 8(1).
2. The employer shall ensure that the first aid station is at all times in the charge of a worker who:
  - a) Is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent, and
  - b) Works in the immediate vicinity of the box.