



SCUGOG MEMORIAL PUBLIC LIBRARY

POLICY TYPE / NUMBER:	BOARD 'B05'		
POLICY TITLE:	Occupational Health & Safety		
AUTHORITY / CREATED:	Board	April 16, 2009	Reviewed: Mar 21, 2019

POLICY STATEMENT:

The Scugog Memorial Public Library Board recognizes that the occupational health and safety of Library employees is of primary importance in Library operations and is everyone's responsibility.

PRINCIPLES

1. The Scugog Memorial Public Library Board is committed to the protection of our staff, the public, and facilities, by ensuring proper policies and procedures are established, implemented and communicated.
2. The Scugog Memorial Public Library Board is committed to the prevention of occupational illness and injury through the provision of healthy and safe conditions on all its premises.
3. The Scugog Memorial Public Library Board takes all reasonable precautions to ensure that internally developed standards and procedures comply with the *Ontario Occupational Health & Safety Act* and any other relevant legislation.
4. All staff, paid and unpaid, are responsible for working in a safe manner and reporting unsafe acts/conditions to their supervisor.

Responsibilities

Scugog Memorial Public Library Board

1. Adopt a *Library Health and Safety Policy* and subsequent amendments. To receive reports from the CEO of issues that are of a concern to the health and safety of the Library employees, and to commit necessary resources to ensure that programs and activities can be carried out.

Contact Person: Board Chair, Chief Executive Officer
Cross Manual Reference: Admin A01 – Occupational Health & Safety
Relevant Forms: Ontario Occupational Health & Safety Act
Approval Date: April 16, 2009
Review Dates: March 21, 2013; March 21, 2019
Revised Date:
Approved by: