



Taber Public Library Policy Manual

Personnel Policy: Occupational Health & Safety

PURPOSE:

To provide and maintain a healthy and safe workplace.

POLICY:

The Taber Public Library will have in place procedures to ensure the health and safety of its employees. Guidelines are to be reviewed and revised as per Health and Safety Guide for Libraries.

GUIDELINES:

1. Hazard Assessment Form:
  - Must be completed in writing and dated;
  - Must be reviewed annually;
  - Must identify control strategies on a separate report;
  - Must be communicated to all staff;
  - Hazard Assessment tour will be conducted annually by Library staff and Building and Grounds Committee, or as needed. If necessary, a follow-up tour will take place.
  
2. Emergency Response Plan – plan will cover the following:
  - Fire
  - Bomb Threat
  - Hazardous Materials
  - Power Failure
  - Workplace Violence

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