



**Type:** Human Resources – Health & Safety

**Authority:** Board

**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.45

**Associated Documents:**

- Employment Standards Act, S.O. 2000 Part 1
- Occupational Health and Safety Act, RSO 1990, c.O.1
- Accessibility for Ontarians with Disabilities Act, SO 2005, c.11
- The Ontario Public Library Guidelines
- Standards for Ontario Community Museums
- TBM POL.HS.08.02 Joint Health and Safety Committee
- TBM Occupational Health & Safety
- TBM POL.HS.09.05 Workplace Inspections
- PLAN.HS.2018.3 Workplace Discrimination
- PLAN.HS.2018.4 Workplace Violence & Sexual Violence
- PLAN.HS.2018.6 Lockdown
- Joint Health & Safety Committee Terms of Reference

### **Purpose**

Health and Safety Policies define how the legislation applies to the Blue Mountains Public Library. They set the framework for the physical spaces, operations of the BMPL, the wellbeing of staff and users, and provide direction to Board, Staff and Community. The CEO and Personnel are responsible for knowing, understanding and complying with the policies.

### **Legal Framework**

The Associated Documents list above identifies the primary Acts and external documents which apply to the Board and direct the CEO.

### **Scope**

The Blue Mountains Public Library Board is committed to Health and Safety, and will make every effort to provide a safe, healthy work environment and to reduce the risk of injury to employees, volunteers and the general public. These policies provide direction to the Library Board and CEO, as well as to all employees including paid employees (permanent, non-permanent, full-time, part-time, casual and student workers) and all non-paid workers (volunteers, cooperative education students, placement students, and interns) collectively referred to as Personnel. Independent Contractors are required to uphold all Health and Safety Policies when the contractor is working on site.

### **ADM.2018.45.1 Compliance with Legislation**

The Board will comply with its duty under the OHSA, and all other related legislation by taking *every reasonable precaution for the protection of BMPL workers*. The CEO and Managers will be accountable for the health and safety of workers under their supervision, and for assessing risks, providing information, training and competent supervision. All workers must be dedicated to the continuing objective of reducing risk of injury by working in compliance with legislation, by following safe work practices and established procedures, and by reporting perceived risks to safety on an ongoing basis.

### **ADM.2018.45.2 Commitment to Health & Safety**

1. Through inspections, BMPL, including its library, museum and gallery, shall identify and meet all Health & Safety requirements, in accordance with the Ontario Employment Standards Act, the Ontario Health and Safety Act, Board and Town standards. These standards include but are not limited to:
  - 1.1. Providing adequate number of Health & Safety Representatives and/or Officers and Committees;
  - 1.2. Posting copy of the most recent poster published by the Minister on such information about the ESA and the regulations as the Minister considers appropriate in at least one conspicuous place of the employer;
  - 1.3. Providing a copy of the Minister-published poster to Personnel at the time of contracting or within 30 days of the first day worked; and
  - 1.4. Establishing and enforcing Policies, Procedures and Plans to protect against accident or injury to users and staff.
2. The CEO will ensure that Managers are aware of and adequately trained to perform all duties, including supervision and training of employees and volunteers pertaining to these policies.
3. The CEO will include Health and Safety risks in the annual risk assessment report for the Board.

### **ADM.2018.45.3 General**

1. BMPL follows the Internal Responsibility System (IRS) where “everyone has direct responsibility for health and safety as an essential part of his or her job” (Ministry of Labour).
  - 1.1. The IRS includes the employer (Board and CEO), supervisors (managers), JHSC, and workers (Personnel).
  - 1.2. Each person shall take initiative on health and safety issues and shall work to solve problems and make improvements on an ongoing basis.
  - 1.3. The JHSC and its supervisor/worker members have the same level of responsibility as all supervisors/workers within the IRS as *everyone has a direct responsibility*.
2. The CEO, in partnership with the JHSC, will assess safety needs, and develop and implement procedures for implementing and reporting re:
  - 2.1. Fire, Flood and other emergencies that threaten personal safety, equipment or collections
  - 2.2. First Aid/CPR/Defibrillator
  - 2.3. Lock Down and Hold and Secure
  - 2.4. Bomb threats
  - 2.5. Abusive and dangerous behaviour by individuals
  - 2.6. Medical emergencies

- 2.7. Ergonomics
- 2.8. Tornado threats
- 2.9. WHMIS
- 2.10. Facilities Inspections (interior and exterior)
- 2.11. Vandalism, Theft and Crime Prevention
- 2.12. Workplace Violence and Harassment
- 2.13. Working Alone
- 3. The CEO will ensure that hard copies of Fire Code Capacity, Emergency Exit Plan and Workplace Violence and Harassment posters/notices are posted at each site, and that all new employees/volunteers are directed to same during orientation.
- 4. The CEO shall develop and provide to all employees and volunteers an e-location for Human Resources materials outlining all policies and procedures, and shall ensure that all employees receive initial orientation and annual reviews of all safety-related policies and procedures.
- 5. The Board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.

#### **ADM.2018.45.4 Rights of Employees**

The three most basic rights of employees according to the Canadian Labour Code are:

1. *The Right to Know*: this is the right to be informed of any foreseeable threat or hazard in the workplace.
2. *The Right to Participate*: this is both a right and responsibility to participate in keeping the workplace a safe environment by identifying, making notice of, and where able, correcting any real or potential hazards; and
3. *The Right to Refuse*: this is the right to refuse dangerous work when it could be a danger to themselves, use of equipment which presents a danger to themselves or a co-worker, or performance of an activity which constitutes a danger to themselves or a co-worker.

#### **ADM.2018.45.5 Physical Environment**

1. To best serve our users, Personnel and community, the buildings and grounds must be a safe and healthy environment to work and visit. In order to maintain this end:
  - 1.1. Monthly Health & Safety checks focused on worker safety shall be completed by the JHSC worker representatives.
  - 1.2. Daily, weekly and monthly Risk Management inspections, which include items that affect patrons' safety and facilities maintenance, shall be completed by the CEO and/or staff designates.
2. In addition to physical safety, a healthful environment includes a facility which is warm, welcoming, and free of harassment. The BMPL does not condone any behaviour which is deemed by users, Personnel, or the Board to be:
  - 2.1. Threatening or harassing (physical, verbal, sexual, emotional);
  - 2.2. Entering the building or BMPL off site programs when under the influence of alcohol or drugs; or
  - 2.3. Unwanted by users, Personnel, or Board.

3. Anyone behaving in an inappropriate manner shall be spoken to by staff and may be removed temporarily or for a suitable time period following the event. The possibility of removal applies to staff, Board, volunteers, users and visitors alike.

#### **ADM.2018.45.6 Joint Health and Safety Committee (JHSC)**

1. BMPL shall establish a JHSC with Terms of Reference, regardless of size of organization and legislation to do so.
2. BMPL employees will participate on the BMPL JHSC and follow all provincial standards for membership complement.
  - 2.1. Providing that the BMPL has fewer than twenty (20) employees, and therefore is not required to have a JHSC, only one worker Health & Safety Representative is required per site.
3. The CEO will ensure that the BMPL Joint Health and Safety Committee (JHSC) is seen as a partner in development and review of all Health and Safety policies and practices, giving them ample notice of required changes to policy and practice, and ample time to review and provide feedback.
4. The CEO or designate will participate in the Town of the Blue Mountains' JHSC as a guest.

#### **ADM.2018.45.7 Cooperation with the Town**

1. The BMPL cooperates with TBM and other agencies responsible for health and safety and emergency preparedness in the municipality.
2. The Board endorses, and Personnel shall receive and adhere to the following TBM Health & Safety policies:
  - 2.1. *TBM Corporate Health & Safety Policy*
  - 2.2. *POL.HS.09.05 Workplace Inspections*

#### **ADM.2018.45.8 Opportunities for Feedback**

Feedback is an important part of providing a safe working, playing, and learning environment. The CEO shall:

1. Receive feedback from the public and Personnel to improve the facility specific to:
  - 1.1. Working environment;
  - 1.2. Public spaces;
  - 1.3. Entry and access;
  - 1.4. Washrooms; and
  - 1.5. Disabilities, both visible and not.
2. Determine if there are Health and Safety concerns for those members of the staff, volunteers, or public, and how to best rectify them.

#### **ADM.2018.45.9 Reports to the Board**

In addition to general updates and administrative reports, the Board shall receive the following reports:

1. Risk Assessment
2. Workplace Violence Compliance Report

## **ADM.2018.45.10 Review Cycle of Health & Safety Policies**

As required by The Occupational Health & Safety Act, the Blue Mountains Public Library Board will review these policies on an annual basis or as required by legislated updates and changes. The JHSC shall provide its informed feedback to the Board prior to this review process.

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Amended On: 2019-05-16