

The Blue Mountains Public Library Board Administrative Policies – Health & Safety



Contents of Administrative Policies & Plans – Health & Safety

Policies & Plans	Sections	Original Approval	Amended
POL-ADM.2018.45	Commitment to Health & Safety	4-19-2018	5-16-2019
	45.1 <i>Compliance with Legislation</i>		
	45.2 <i>Commitment to Health & Safety</i>		
	45.3 <i>Cooperation with the Town</i>		
	45.4 <i>General</i>		
	45.5 <i>Rights of the Employees</i>		
	45.6 <i>Physical Environment</i>		
	45.7 <i>Opportunities for Feedback</i>		
	45.8 <i>Review Cycle of Health & Safety Policies</i>		
POL-ADM.2018.46	Fire Safety & Emergency Preparedness	4-19-2018	5-16-2019
	46.1 <i>Fire Safety Plan Implementation</i>		
	46.2 <i>Emergency Preparedness</i>		
	46.3 <i>Duty to Maintain Equipment</i>		
PLAN.FIRE.2018.LES	L.E. Shore Fire Safety Plan	3-22-2018	12-12-2018
PLAN.FIRE.2018.CHD	CHD Fire Safety Plan		
POL-ADM.2018.47	Work Alone	4-19-2018	5-16-2019
	47.1 <i>Definition</i>		
	47.2 <i>Work Alone Program</i>		
	47.3 <i>Working Alone</i>		
PLAN.HS.2018.1	Work Alone Program	11-10-2018	
	1.1 <i>Reporting Incidents of Workplace Discrimination and Harassment</i>		
	1.2 <i>L.E. Shore Opening & Closing</i>		
	1.3 <i>Craighleith Heritage Depot Opening & Closing</i>		
	1.4 <i>During Open Hours</i>		
	1.5 <i>Review Cycle</i>		

Policies & Plans	Sections	Original Approval	Amended
POL-ADM.2018.48	Respectful Workplaces	4-19-2018	5-16-2019
	29.1 <i>Commitment to Respectful Workplaces</i>		
	29.2 <i>Workplace Violence</i>		
	29.3 <i>Workplace Discrimination</i>		
	29.4 <i>Workplace Harassment</i>		
	29.5 <i>Workplace Sexual Harassment</i>		
	29.6 <i>Implementation</i>		
	29.7 <i>Sanctions and Disciplinary Measures</i>		
	29.8 <i>Confidentiality and False Reports</i>		
PLAN.HS.2018.3	Workplace Discrimination Program	10-25-2018	
	3.1 <i>Reporting of Workplace Discrimination and Harassment</i>		
	3.2 <i>Complaint Resolution Procedures</i>		
	3.3 <i>Review Cycle</i>		
PLAN.HS.2018.4	Workplace Violence & Sexual Violence Program	10-25-2018	
	4.1 <i>Plan for Maintaining Security in Facilities</i>		
	4.2 <i>Recognized Areas of Higher Risk</i>		
	4.3 <i>Measures for Reducing Risk</i>		
	4.4 <i>Sexual Violence</i>		
	4.5 <i>Domestic Violence</i>		
	4.6 <i>Threatening Behaviour</i>		
	4.7 <i>Violence/Assault</i>		
	4.8 <i>How to Report</i>		
	4.9 <i>Investigation and Dealing with Incidents or Complaints</i>		
	4.10 <i>Review Cycle</i>		
POL-ADM.2018.49	AODA Requirements	4-19-2018	5-16-2019
	49.1 <i>Purpose</i>		
	49.2 <i>Accommodation Plans</i>		
	49.3 <i>Evaluation of Performance Reviews</i>		
	49.4 <i>Emergency Plans</i>		
PLAN.HS.2018.2	Accessibility Plan	11-9-2018	
	2.1 <i>Training</i>		
	2.2 <i>Technology</i>		
	2.3 <i>Services & Programs</i>		
	2.4 <i>Notices</i>		
	2.5 <i>Facilities</i>		
	2.6 <i>L.E. Shore Library and The Gallery</i>		
	2.7 <i>CHD Community Museum & Library Branch</i>		
	2.8 <i>Review Cycle</i>		

POL-ADM.2019.01

Fit for Work

5-16-2019

- 1.1 *Commitment to a Healthy and Safe Workplace*
 - 1.2 *Definition*
 - 1.3 *Fit for Work*
 - 1.4 *Safety-Sensitive Positions*
 - 1.5 *Prescription Medicine*
 - 1.6 *Illicit Drugs and Alcohol*
 - 1.7 *Duty to Report*
 - 1.8 *Management Responsibilities*
 - 1.9 *Addiction*
 - 1.10 *Return to Work*
 - 1.11 *Exceptions*
-



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.

Original Approval: 2018-04-19

Amended On: 2019-05-16

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.46**Associated Documents:**

- Fire Protection and Prevention Act, SO 1997, c.4
- TBM Emergency Preparedness Plan
- PLAN.Fire.2018.LES Fire Safety Plan
- PLAN.Fire.2018.LES After Hours Users
- PLAN.Fire.2018.CHD

Legal Framework

The Board is subject to *Fire Protection and Prevention Act, SO 1997, c.4* and all requirements as provided by the Blue Mountains Fire Department. The Associated Documents list above identifies the legislation and external documents which apply to the Board and direct the CEO.

ADM.2018.46.1 Fire Safety Plan Implementation

Beyond any Annual Fire Inspection by qualified inspectors, the CEO shall be responsible for monthly reviews of the building. The CEO shall:

1. Have a Fire Safety Plan for each building which is approved by the Blue Mountains Fire Department;
2. Complete no fewer than two fire drills at each location annually;
3. Review the Fire Safety Plan annually and ensure each staff and relevant volunteer has reviewed the document and can implement the plan as described.

ADM.2018.46.2 Emergency Preparedness

1. An Emergency Evacuation Plan for Staff and Users shall be developed by the CEO and posted throughout each building.
2. At any given time any number of people with visible and unknown disabilities could be in the building. The Emergency Evacuation Plan shall take into consideration people who may not be able to evacuate in a quick and safe manner. This plan will include safe rooms where people can wait during a fire evacuation for assistance by first responders or rooms which can be locked down in the event of a violent altercation.
3. Employees will be familiar with the Emergency Evacuation Plan, and will practice drills at least three (3) times per year including Table Top Exercise and Lock Down drills. These drills will include evacuation for medical and safety reasons.
4. In the event that an employee or a user is injured or someone requests/requires minor First Aid assistance, the employee shall offer the First Aid Kit. If the injured individual requires more assistance, the employee shall, at a minimum, call 911 and remain with the individual until emergency services arrive.
 - 4.1. First Aid Kits shall be available at both locations based on OHSA requirements, and a non-worker First Aid Kit shall be available for off-site programs and events.
 - 4.2. By law, no employee is required to provide first aid or Automated External Defibrillator (AED) services.

ADM.2018.46.3 Duty to Maintain Equipment

1. It is the responsibility of the CEO to ensure Fire Safety Equipment is maintained in accordance with the Fire Safety Plan.
2. It is the responsibility of the JHSC to ensure First Aid materials are made available by the employer for both employees and public access.

Original Approval: 2018-04-19

Amended On: 2019-05-16



Type:	Health & Safety
Authority:	Board
Resolution No:	BMPL 2018-78 on 4-19-18; POL-ADM.2018.47
Associated Documents:	<ul style="list-style-type: none">• Occupational Health and Safety Act, (OHSA), R.S.O. 1990• Canadian Centre for Occupational Health and Safety• Ontario Public Library Guidelines• PLAN.HS.2018.1 Work Alone Program

Legal Framework

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

ADM.2018.47.1 Definition

A person is "alone" in the workplace when they are on their own, or when they cannot be seen or heard by another person. While it is not always hazardous to work alone, it can be when other circumstances are present. Whether a situation is high or low risk will depend on the location, type of work, interaction with the public, and/or the consequences of an emergency, accident, injury, etc. Each situation must be assessed individually for potential risks.

ADM.2018.47.2 Work Alone Program

1. The CEO, in partnership with the JHSC, shall assess risk for working alone on each site of the Blue Mountain Public Library.
2. The CEO, in partnership with the JHSC, shall develop a Work Alone Program which describes the implementation of appropriate safety protocols.
3. The Work Alone Program shall be distributed to each employee and to each location, and be specific to each building of the BMPL.
4. The Program shall identify:
 - 4.1. Occupational hazards,
 - 4.2. Procedures for personal safety,
 - 4.3. Special training, and
 - 4.4. Securing emergency assistance.

ADM.2018.47.3 Working Alone

1. It is the preference of the CEO to have at least two employees in a building during open hours. It is acknowledged that this may not always be possible due to funding, scheduling conflicts, and sick leave/vacations, and buildings which are multi-area or multi-storey.
 - 1.1. Employees shall not work alone without the prior consent of the CEO;
 - 1.2. Employees shall not work alone without access to a panic button; and
 - 1.3. No student, volunteer or youth worker (under 18) shall be allowed to work alone in the building.
2. All Personnel shall receive training for work alone situations which shall include:

- 2.1. Emergency response procedures, including fire, lock down and hold and secure;
 - 2.2. Security systems operation;
 - 2.3. Use of panic buttons;
 - 2.4. Procedures for handling/securing money and other valuables (technology hardware);
 - 2.5. Procedures for accommodating people with special needs;
 - 2.6. Procedures for addressing confrontational individuals (crisis intervention techniques/maintaining a reactionary gap); and
 - 2.7. Procedures for closing and exiting the building when alone/last to leave.
3. It is the responsibility of the individual employee to ensure they understand the procedures in place for each Work Alone Program to ensure their own safety and security.

Original Approval: 2018-04-19

Amended On: 2019-05-16

**Type:** Health & Safety**Authority:** Board**Resolution No:** BMPL 2018-78 on 4-19-18; POL-ADM.2018.48**Associated Documents:**

- The Occupational Health and Safety Act (OHSA), R.S.O. 1990
- Ontario Human Rights Code, R.S.O. 1990 Chapter H.19
- Criminal Code RSC 1985, c C-46

Legal Framework

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

ADM.2018.48.1 Commitment to Respectful Workplaces

1. The Blue Mountains Public Library Board recognizes the dignity and worth of every person and is committed to providing a workplace free from violence, discrimination and harassment, and in ensuring any complaint is addressed in a timely manner with fairness and confidentiality.
2. Workplace violence, discrimination or harassment shall not be tolerated from any person, including the CEO, Board Members, staff, volunteers, users, visitors, or family members.
3. The CEO will report to the Board on compliance with this policy, including the number of incidents, how they were dealt with, and any recommendations made. This report will be done on a yearly basis.
4. As a result of this annual report, or upon any report of non-compliance, the Board will evaluate the effectiveness of this policy and make any changes needed.

ADM.2018.48.2 Workplace Violence

1. The Blue Mountains Public Library recognizes the definition of violence as set out in the *Occupational Health and Safety Act*. The Occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:
 - 1.1. Attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and a
 - 1.2. Statement or behaviour that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
2. Violence in the workplace includes but is not limited to:
 - 2.1. Verbally threatening to attack a worker;
 - 2.2. Leaving threatening notes or sending threatening e-mails to the workplace;
 - 2.3. Shaking a fist in a worker's face;
 - 2.4. Spitting or otherwise spreading bodily fluids;
 - 2.5. Wielding a weapon or any object which can be used as such;
 - 2.6. Hitting or trying to hit a worker;
 - 2.7. Throwing or kicking an object; or

- 2.8. Sexual aggression against a worker;
- 2.9. Kicking an object the worker is standing on, such as a ladder;
- 2.10. Trying to run down a worker using a vehicle or equipment;
- 2.11. Intentionally or recklessly damaging the property of others;
- 2.12. Intentionally causing alarm;
- 2.13. Creating a hazardous condition or danger by recklessly engaging in conduct which creates a substantial risk of serious physical injury; or
- 2.14. Intentionally placing or attempting to place another person in fear of imminent physical injury.

ADM.2018.48.3 Workplace Discrimination

1. The BMPL adheres to Ontario *Human Rights Code* with respect to the right of freedom from discrimination in employment: *“Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability”*. HRC R.S.O. 1990, CHAPTER H. 19 s. 5.1
2. Discrimination in the workplace may include abuse of authority or position of power:
 - 2.1. To endanger a staff member’s job;
 - 2.2. To undermine the performance of that job;
 - 2.3. To threaten the economic livelihood of the staff member; or
 - 2.4. To interfere with or influence the career of the staff member in any way.

ADM.2018.48.4 Workplace Harassment

1. The Board recognizes the definition of harassment as set out in the Ontario *Human Rights Code* and the *Occupational Health and Safety Act*, both of which define harassment as engaging in a course of vexatious comments or conduct that is known or ought reasonably to be known to be unwelcome.
2. The definition of Workplace Harassment includes Workplace Sexual Harassment.
3. The Ontario *Human Rights Code* and the *Canadian Human Rights Code* prohibit harassment in the workplace on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.
4. The *Occupational Health and Safety Act* identifies harassment as personal, and not as a result of one’s participation in a recognized group, which would otherwise be covered by the criminal code.
5. The definition of workplace harassment includes workplace sexual harassment, psychological harassment and personal harassment. This may involve:
 - 5.1. Unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers, in a workplace;
 - 5.2. Behaviour that intimidates, isolates or even discriminates against the targeted individual(s);
 - 5.3. Making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
 - 5.4. Displaying or circulating offensive pictures or materials in print or electronic form;
 - 5.5. Bullying; or
 - 5.6. Repeated offensive or intimidating phone calls or e-mails.

ADM.2018.48.5 Workplace Sexual Harassment

1. The Board is committed to providing a safe environment for all its employees, free from discrimination on any grounds and from harassment at work including sexual harassment. Sexual Harassment is against the law and is a form of gender discrimination. The Board has a zero-tolerance policy for any form of sexual harassment in the workplace, and will address all allegations of Sexual Harassment in a timely manner in fairness and confidentiality. Any person found to have sexually harassed another may face consequences which may include disciplinary action, up to and including dismissal and notification of police.
2. No person making a complaint in good conscience will be disadvantaged in any way by the employer for making such a complaint.
3. Sexual harassment is defined as:
 - 3.1. Engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome;
 - 3.2. Making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.
4. Anyone can be a victim of sexual harassment, regardless of their gender or sexual orientation or of the gender or sexual orientation of the harasser. The Board recognizes that sexual harassment may also occur between people of the same gender. What matters is that the sexual conduct is unwanted and unwelcomed by the person towards whom the conduct is directed.
5. Sexual harassment can involve one or more incidents, and actions constituting harassment may be verbal and/or non-verbal. Examples of conduct or behaviour which constitute sexual harassment include, but are not limited to:
 - 5.1. *Verbal conduct*
 - 5.1.1. Repeated and unwanted social invitations for dates or physical intimacy;
 - 5.1.2. Insults based on the sex of the worker; or
 - 5.1.3. Demanding hugs, dates, or sexual favours.
 - 5.2. *Condescending or paternalistic remarks*
 - 5.2.1. Sending sexually explicit messages (by phone or by email);
 - 5.3. *Physical conduct*
 - 5.3.1. Unnecessary physical contact; or
 - 5.3.2. Invading personal space.
 - 5.4. *Non-verbal conduct*
 - 5.4.1. Display or circulation of pornography, sexual images, or offensive sexual jokes in print or electronic form;
 - 5.4.2. Sexually-suggestive gestures;
 - 5.4.3. Whistling or “Cat Calling”; or
 - 5.4.4. Leering or inappropriate staring.
 - 5.5. *Unfair Disadvantages*
 - 5.5.1. The use of job-related threats or rewards to solicit sexual favours; or
 - 5.5.2. Threatening to penalize or otherwise punish a worker if they refuse a sexual advance.

6. Anyone, including the Personnel, Board members, Library users, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy and may be referred to the police.
7. All sexual harassment is prohibited whether it occurs on BMPL premises or other locations, including at social events, on business trips, at training sessions or at conferences which occur as scheduled hours of work.
8. Unwelcome sexual touching is considered sexual harassment or sexual violence and shall be reported to the police as assault.

ADM.2018.48.6 Implementation

1. The CEO is required to take all reasonable measures to ensure a respectful workplace free from violence, discrimination and harassment for all Personnel.
2. The CEO shall ensure that this policy is widely disseminated to all Personnel. All new employees must receive training on the content of this policy as part of their induction into BMPL.
3. Every year, the CEO will require all employees to attend a refresher training course on the content of this policy.
4. The CEO, in partnership with the JHSC, must develop and maintain a Workplace Violence Program. (See Appendix). The program shall set out:
 - 4.1. A process for assessing the risk of violence, harassment, sexual harassment in the workplace;
 - 4.2. Means to control risk including those from domestic violence;
 - 4.3. Procedures for reporting incidents of violence and harassment; and
 - 4.4. The process for addressing and investigating violent incidents and complaints.
5. The CEO shall ensure that all employees receive information and are trained on Workplace and Harassment Violence issues including:
 - 5.1. How they may be exposed to workplace violence;
 - 5.2. How they should communicate incidents;
 - 5.3. Prevention of workplace violence and harassment including risk factors; and
 - 5.4. The responsibility to make notification of personal or domestic situations which could enter the BMPL buildings.
6. The CEO, in partnership with the JHSC, must develop and maintain a Workplace Discrimination and Harassment Program. (See Appendix). The program shall set out:
 - 6.1. Procedures for reporting incidents of discrimination and harassment, including sexual harassment; and
 - 6.2. The process for addressing and investigating discrimination and harassment, including sexual harassment.

ADM.2018.48.7 Sanctions and Disciplinary Measures

1. The nature of the sanctions will depend on the gravity and extent of the violence, discrimination and/or harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual

harassment are treated seriously. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser. All criminal matters will be reported to the police.

2. Anyone who has been found to have committed an act of violence or threat of violence, or to have discriminated against and/or harassed another person under the terms of this policy is liable to any of the following sanctions:
 - 2.1. Verbal or written warning;
 - 2.2. Mandated counselling and/or training;
 - 2.3. Adverse performance evaluation;
 - 2.4. Demotion, if in the case of supervisor/direct report relationship;
 - 2.5. Suspension; and
 - 2.6. Dismissal.
3. Personnel who are found to have made false or malicious complaint(s) shall be subject to disciplinary action which may include suspension or termination.

ADM.2018.48.8 Confidentiality and False Reports

1. All investigations shall be conducted in confidence, to the extent possible. The Personnel and Board Members acknowledge that disclosure to additional staff or the Board may be required to prevent workplace violence. Privacy may be waived by the CEO in order to ensure the safety of Personnel, users and Board Members.
2. Documents shall be stored within the Personnel Files and access to these records shall follow MFIPPA.
3. Personnel who are found to have made false or malicious complaints shall be subject to disciplinary action which may include suspension or termination.

Original Approval: 2018-04-19

Amended On: 2019-05-16

POL-ADM.2018.49 Title: ***AODA Requirements and Employment for Individuals with Disabilities***



Type: Health & Safety
Authority: Board
Resolution No: BMPL 2018-78 on 4-19-18; POL-ADM.2018.49
Associated Documents:

- *Accessibility for Ontarians with Disabilities Act (AODA) S.O. 2005*
- PLAN.HS.2018.2 Accessibility Plan
- POL-ADM.2019.01 Fit for Work

Legal Framework

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

ADM.2018.49.1 Purpose

The Blue Mountains Public Library shall offer employment to individuals with disabilities without prejudice. As an organization which works with all members of the community, including the vulnerable sectors and those with disabilities, we believe that all members of the community should be treated with respect and shall receive the best service possible. Likewise, the same level of respect shall be granted to other BMPL Personnel with disabilities.

ADM.2018.49.2 Accommodation Plans

1. Any employee requiring accommodation shall give notice to the CEO.
 - 1.1. Pertaining to accommodations for the use of medical cannabis or other prescription medicines during working hours, an employee must adhere to *POL-ADM.2019.01 Fit for Work* as it pertains to safety-sensitive position which include judgement, building supervision, customer service and working with the vulnerable sector.
2. The CEO is responsible for drafting the Accommodation Plan. Should there be a supervisor of the individual other than the CEO, the supervisor shall also participate in development of the plan. The plan will be shared with the individual for feedback before being finalized.
3. The CEO may choose to discuss the specifics of the Accommodation Plan with other staff in order to:
 - 3.1. Determine how the plan is impacting the general work environment;
 - 3.2. Determine how best to implement the plan; and
 - 3.3. To identify a more responsible plan.
4. Accommodation Plans shall be reviewed annually by both the CEO and the individual. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.
5. Accommodations may be requested at any time during employment or volunteering.

ADM.2018.49.3 Evaluation of Performance Reviews

Any employee having an Accommodation Plan in place shall have an accommodated performance review which ensures that the accommodation plan shall not negatively impact the evaluation and promotion process.

ADM.2018.49.4 Emergency Plans

1. Any individual who has a disability which may prevent them from easily exiting the building in an emergency shall have an individual Emergency Plan in place.
2. The CEO shall develop this Emergency Plan with the assistance of the individual. Other staff may be involved in the development of the plan.
3. Training of all staff shall occur for every Emergency Plan.
4. An Emergency Plan shall be reviewed annually by both the CEO and individual.
5. Should a change in position or situation occur, the plan shall be updated within four (4) working days of the new position or employee notice.

Original Approval: 2018-04-19

Amended On: 2019-05-16

POL-ADM.2019.01 Title: *Fit for Work*



Type: User Services
Authority: CEO
Resolution No.: BMPL 2019-57 on 05-16-2019;
POL-PUB.2019.01
Associated Documents:

- *Occupational Health and Safety Act, (OHSA), R.S.O. 1990*
- *Canadian Centre for Occupational Health and Safety*
- *Ontario Human Rights Code, R.S.O. 1990*
- *Criminal Code, RSC 1985*

Legal Framework

The Associated Documents list above identifies the legislation and external documents which apply to this Health and Safety document and direct the CEO.

Scope

This Health and Safety policy applies to all BMPL Personnel and contractors/fee for service.

ADM.2019.01.1 Commitment to a Healthy and Safe Workplace

The BMPL is committed to providing a safe and healthy workplace which is free from the adverse impact of alcohol, and the abuse of legal or illicit substances. To promote this goal, employees, volunteers and contractors are required to report to work in a fit condition and perform their jobs safely and efficiently.

ADM.2019.01.2 Definition

1. **Substance:** Any substance, that if consumed, has the effect of intoxicating the user and/or impairing their ability to perform their job duties. This includes but is not limited to alcohol, opiates, hallucinogens, cannabinoids (e.g. cannabis) or medication (either prescription or over the counter, including medical cannabis).
2. **Medical Cannabis:** Cannabis provided by a physician to be used at a period when the employee would normally be at work and taken as directed.
3. **Workplace:** Includes any of the BMPL facilities or any site at which the employee attend as part of their duties (e.g. public park for program, other office for meeting, etc.).
4. **Impairment:** The inability to safely, competently or efficiently perform work duties without limitation resulting from substance use, after effects of substance use or otherwise being under the influence of substances.
5. **Misuse of Medication-** The intentional use of medication in a way or for a purpose that was not intended, or under circumstances that risks the health or safety of the employee, their co-workers and/or the workplace.
6. **Safety-Sensitive Position-** a position where impairment could result in direct risk of injury to any person, property (real or otherwise). This includes a direct and substantial impact on the safety or health of an employee, other workers, users, visitors, the public, the environment, BMPL property, or TBM property.

7. **Undue Hardship:** The limit of the BMPL's capacity to accommodate without experiencing an unreasonable amount of difficulty or expense. According to the *Ontario Human Rights Code*, an employer must provide accommodation "up to the point of undue hardship." This means accommodation does not need to be provided if doing so would impose an unreasonable burden on the BMPL, having regard to health, safety, and/or financial considerations.
8. **Illicit drugs:** These are drugs which are considered a controlled substance and illegal under the criminal code.
9. **Signs of Impairment:** May include, but are not limited to, personality changes or erratic behaviour (e.g. increased personality conflict, overreaction to criticism, and/or threatening behaviour); appearance of impairment at work (e.g. odour of alcohol, glassy or red eyes, unsteady gait, slurring or poor coordination); working in an unsafe manner or involvement in an accident/incident; consistent lateness; absenteeism; reduced productivity and quality of work, including frequent mistakes carrying out duties.

ADM.2019.01.3 Fit for Work

1. The employee is expected to report to the workplace *Fit for Work*, and remain fit for work for the entirety of their shift.
2. An employee is Fit for Work when they are in a state (physically and psychologically) to perform the essential duties of their job competently and in a manner which does not compromise the safety and health of themselves or others.
 - 2.1. Fit for Work is a Health and Safety matter.
 - 2.2. BMPL recognizes that employees who use or are impaired by substances while performing work endanger not only themselves, but their co-workers and users of the facility.

ADM.2019.01.4 Safety-Sensitive Positions

1. BMPL positions are considered safety sensitive positions when the employee:
 - 1.1. Works with the vulnerable sector;
 - 1.2. Is responsible supervisor of the building for part or all of their shift;
 - 1.3. Is a programmer;
 - 1.4. Has front desk shifts regularly scheduled.
2. Accommodations may not be possible for employees who work in safety-sensitive positions due to undue hardship, as hours are scheduled according to the needs of building supervision, programs, and front-desk duties.

ADM.2019.01.5 Prescription Medications

1. Prescription medication is understood to be provided in good faith by a medical practitioner for personal health and wellness, and to be used according to medical instruction.
2. It is also understood that while on some medications an employee may not meet the Fit for Work criteria if the medication can cause an impairment and the employee works in a safety-sensitive position.
3. It is the responsibility of the employee to notify their direct supervisor or CEO of any prescription drug which would could impact fitness for work.
4. BMPL will work with the employee to provide accommodation, where alternate duties are available. This may not always be possible, depending on the job description and necessary duties.

ADM.2019.01.6 Illicit Drugs and Alcohol

1. As the employee has access to and responsibility for the vulnerable sector and supervision of the facility, BMPL has a zero-tolerance policy for illicit drugs and alcohol use.

2. Violations shall result in disciplinary action up to and including termination.

ADM.2019.01.7 Duty to Report

1. Employees are the face of BMPL. Those who are seen by the public to be under the influence of substances may, not only cause a potential Health and Safety hazard, but also damage the brand and reputation of BMPL.
2. Employees have a duty to report any use of substances, including prescriptions which can cause impairment.
 - 2.1. BMPL acknowledges that employees with addictions may deny their addiction.
 - 2.2. BMPL also acknowledges that employees taking substances or prescriptions are aware of their use, and are therefore expected to report use. This is understood to be the reporting of use, not reporting of an addiction.
 - 2.3. BMPL encourages employees to report addictions and seek supports or treatment.
3. Coworker and supervisors have a duty to report any suspected impairment or addiction as a matter of health and safety.
 - 3.1. Reporting should be respectful and confidential.
 - 3.2. Reports of suspected impairment or addiction will be taken in good faith. False reports, made knowingly or maliciously, will follow the disciplinary process.

ADM.2019.01.8 Management Responsibilities

The CEO has the responsibility to:

1. Protect the workplace, the BMPL Personnel, and the users.
2. Establish and maintain a work environment in which all employees are treated with dignity, and that fosters a climate of understanding and mutual respect for the value of each employee.
3. Communicate with employees about the need to report to the workplace Fit for Work and remain Fit for Work throughout the entire workday. This includes answering questions about this policy.
4. Maintain confidentiality of personal information obtained during the process of addressing a concern regarding Fit for Work and refrain from disclosing personal information except to the extent that the disclosure is necessary for the purpose of investigating concerns, taking corrective action, protecting the health and safety of employees, or as otherwise required by law.
5. Promptly identify and manage performance issues that may be related to the use of an impairing substance, and/or substance dependency or addiction.
6. Ensure that employees are aware of the resources available to them.
7. Encourage employees needing support for addiction to seek professional care or treatment.
8. Ensure that employees understand the requirement to disclose the use of an impairing substance that may affect job performance or compromise their or others' health and safety in the Workplace.
9. Evaluate any employees for accommodation opportunities.

ADM.2019.01.9 Addiction

BMPL recognizes that addiction to illicit drugs, alcohol, or prescription medications is a serious health problem. The intent of this policy is to accomplish health and safety in a manner that is fair and consistent with the Human Rights Code. The ultimate goal is not to punish but help employees identify and get help for their substance abuse issues so that they can return to work healthy, safe, and productive. BMPL will support employees in taking medical leaves, as requested, to seek treatment programs.

ADM.2019.01.10 Return to Work

In the case of an employee taking leave to complete a treatment program:

1. A “return to work clearance” from a family doctor or treatment program will be required.
2. BMPL has the right to implement a drug testing as part of a return to work program.

ADM.2019.01.11 Exemptions

There are situations when employees may choose to participate in licensed events, such as at staff retreats, business luncheons, Gallery Openings, etc. Employees may choose to participate in alcohol use in these situations *providing* they do not become legally impaired or display signs of impairment.

Original Approval: 2019-05-16

Amended On: _____