

Policy Title:	Health & Safety Statement
Policy Type:	Health & Safety
Policy #:	HS002-12
Policy Authority:	Board
Effective Date:	February 2022
Revision Date:	March 2023

The Clarington Public Library Board is committed to providing a safe and healthy environment for all employees. The Library Board's goal is zero incidents of injury, illness or damages. The Library Board believes that a workplace free of accidents is attainable and is the key to long-term success.

This commitment to health and safety shall be shared by all employees of the Library, Museums and Archives to ensure a safe work environment. As employer, the Library Board is ultimately responsible for workplace health and safety under the *Occupational Health and Safety Act*. The Chief Executive Officer of the Library, Museums and Archives shall ensure that every reasonable precaution is taken for the protection of employees and shall report to the Board on an annual basis, or more frequently as required.

Supervisors are accountable for the health and safety of staff under their supervision. Supervisors are responsible for ensuring that work areas and equipment are safe and that employees work in compliance with established safe work practices and procedures. Staff must receive adequate training in specific work tasks to protect their health and safety.

~~Every employee has the responsibility of working safely and protecting the health of themselves and their fellow workers. Being alert to unsafe conditions or practices, looking out for fellow employees and reminding them when they do something unsafe, and working in compliance with the requirements of all applicable legislation/regulation and in-house policies/procedures is crucial. Unsafe conditions should be brought to the attention of the supervisor so that prompt remedial action may be taken.~~

Every employee has the responsibility of working safely and protecting the health of themselves and their co-workers. It is an employee's statutory duty to report any health and safety hazards or contravention of the Occupational Health and Safety Act to the employer, a supervisor and/or a Joint Health and Safety Committee member for prompt remedial action. The Library Board is committed to ensuring any employee reporting a hazard or contravention of the Act will not face any form of reprisal. Annually, employees will be responsible for reviewing all internal health and safety policies and procedures to support a work environment free of incidents, illness and damages.

Contractors are to be familiar with, and comply with, the Health & Safety Statement and Policies of the Clarington Public Library, Museums and Archives. Contractors will be held accountable for all infractions of their workers. Contractors and other external workers who do not follow the Health and Safety program of the Clarington Public Library, Museums and Archives will be asked to leave the worksite.

For the Clarington Public Library, Museums & Archives

Steven Cooke, Board Chair

Monika Machacek, Chief Executive Officer

For the Joint Health & Safety Committee

Lisa Dyche, Affiliated Co-Chair

Alison Dee, Non-Affiliated Co-Chair