

## Edwardsburgh Cardinal Public Library

Policy Type: **Operational**

Policy Number: **OP - 02**

Policy Title: **Safety, Security and Emergency**

Policy Approval Date: Apr. 28, 2015

Policy Review Date: 2017

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The Edwardsburgh Cardinal Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers and members of the public who use the library. The board also acts to protect library property. The board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure workplace.

1. The **Ontario Occupational Health and Safety Act and Regulations**, R.S.O. 1990, c. O.1 (OHSA) imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety. The board designates the CEO as the supervisor, in accordance with **OHSA**.
2. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
3. The board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the user. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The CEO develops safety programs that include procedures, implementation plans, enforcement, and reporting for:
  - a) safe work practices, including WHIMS, ergonomics, harassment, and indoor air quality
  - b) events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies
  - c) crime prevention, including theft, vandalism, and drug dealing and/or use
  - d) disasters that threaten collections, furniture and equipment, including fire and flood
5. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. Technology failure, including but not limited to, internet and Integrated Library Software (ILS) failure are not cause for library closure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe.

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## Safety, Security and Emergency (Continued)

6. Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker.
7. The board directs the CEO to develop a plan for working alone. The plan identifies the occupational hazards, procedures for personal safety, special training, and securing emergency assistance in the event of an incident when working alone. In addition:
  - a) all workers will be made aware of potential risks and will be trained on procedures when working alone
  - b) workers will not work alone in the library without the prior consent of the CEO
  - c) volunteers and students will not work alone
8. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

### Related Documents:

**Occupational Health and Safety Act**, R.S.O., 1990, c. O.1, Last amendment: 2007  
Edwardsburgh Cardinal Public Library. **HR – 07: Human Rights – Discrimination and Harassment**  
Edwardsburgh Cardinal Public Library. **HR – 01: Prevention of Workplace Violence**  
Edwardsburgh Cardinal Public Library. **Vandalism or Other Damage to Library Property Procedure**  
Edwardsburgh Cardinal Public Library. **Incident Report Form**