



Health and Safety Policy and Procedures Document

The following policies and procedures document has been designed to provide a safer workplace for the library staff in the Gayle Nelson Keene Branch, Bailieboro Branch and Stewart Hall Branch.

Although this document is intended to set a standard and provide direction, there are other general duties that go beyond the scope of this document. Therefore, all employees are reminded of the following:

1. Good judgment and common sense are individual tools that should be utilized at all times.
2. You have the right to refuse unsafe work. If this situation occurs inform your Supervisor immediately
3. You have the responsibility to follow safety procedures and wear any personal protective equipment that may be required.
4. You have the responsibility to inform your Supervisor of any unsafe circumstances or working conditions.
5. Check the Health & Safety Bulletin Board regularly. Ideas and suggestions to improve this document are encouraged. I have read and understood Otonabee – South Monaghan Public Library Board Health & Safety Policies and Procedures.

Name: _____

SIGNATURE: _____ DATE: _____

Additional Information may be obtained from the following sources:

Health & Safety Bulletin Board in the Library

Health and Safety Guide for Libraries – each branch has a copy

Health & Safety Act (Green Book)

Material Safety Data Worksheets

Ontario Ministry of Labour

Website: www.labour.gov.on.ca

Workplace Safety & Insurance Board Website: www.wsib.on.ca

Minimum Standards are Basic Safety Rules

All staff are required to comply with the Occupational Health and Safety Act of Ontario and the Health and Safety Policy of the Otonabee - South Monaghan Public Library Board and will carry out their work in a safe manner. Specific minimum standards include, but are not limited, to the following:

1. Any person who is impaired by the use of alcohol or drugs shall not be permitted to work.
2. Unsafe conditions or operations shall be reported immediately to the CEO/Supervisor.
3. No person shall endanger the safety of themselves or any other person.
4. No person shall remove or otherwise make ineffective, any safety device.
5. All employees shall be familiar with the telephone numbers of emergency services, such as ambulance, fire and police (911).
6. All employees will know where First Aid Kits are located.
7. In the event of an accident occurring involving *critical injury, the accident scene shall be preserved until after the accident has been investigated by authorized personnel (Supervisor).
8. Disorderly conduct such as horseplay, fighting and rowdiness during working hours will be subject to disciplinary action.
9. Garbage, rubbish and waste, etc. shall be placed in containers provided for this purpose.
10. Passageways shall be kept clear of obstructions and good housekeeping must be maintained at all times.
11. All work areas, entrances and exits shall be adequately illuminated.
12. "DANGER" signs shall be posted in sufficiently prominent locations to warn of uncontrollable hazards.
13. Material will not be left in such a manner as to contribute to a "falling hazard" situation.
14. All electrical equipment must be considered "alive" until it is pronounced de-energized.
15. No person will work in any area where other work is being performed overhead, unless relevant safety precautions are taken.
16. File cabinet drawers shall be kept closed when not in use. Open only one drawer at a time. Make sure that drawer is fully closed before opening another drawer.
17. Blades of guillotine paper cutters will be locked in a closed position when not in use.
18. Paper shredders, folding machine, photocopier, printers and other electrical equipment will be unplugged before attempting to clear jams.
19. Smoking is not permitted Otonabee – South Monaghan Public Libraries

***Definition of Critical Injury**

(Definition from: Accident/Incident Procedure Attached to Health & Safety Policy)

For the purpose of the Act and the Regulation, "critically injured" means an injury of a serious nature that:

1. Places life in jeopardy.
2. Produces unconsciousness.
3. Results in substantial loss of blood
4. Involves the fracture of a leg, arm, hand or foot, but not a finger or toe.
5. Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
6. Consists of burns to a major portion of the body.
7. Causes the loss of sight in an eye

General Housekeeping

Hazards:

Trips, slips, fire, health hazards, puncture wounds, emergency exit problems.

Hazard Control:

1. Fire extinguishers and exit doors shall be kept free of obstructions.
2. Keep aisles, halls or passageways clear, cleanup any spills or loose materials.
3. Use containers provided to dispose of paper, scrap, garbage, recycling etc.
4. Keep storage areas doors closed.
5. Keep walkways clear of obstructions.

Kitchen Use

Hazards:

Burns, cuts, trips, slips, health hazards, electric shock, fire.

Hazard Control:

1. Ensure all spills either on the counter or on the floor are wiped up.
2. Ensure all aspects of microwave; kettle, coffee makers, etc. are turned off when not in use. Ensure coffee pots and kettles are unplugged or turned at the end of the day.
3. Check the refrigerator and freezer regularly to ensure that you haven't left anything past its prime causing it to become toxic.
4. Use caution when utilizing various cleaning products and do not mix them.
5. Ensure all cupboards and drawers are closed after use.
6. Ensure cords to all electrical appliances (i.e. kettle, toaster) are intact and not frayed in any way. Watch out for dangling cords.
7. Use caution when utilizing sharp instruments (i.e. knives, forks).
8. Be wary of hot items; especially steam from items heated in the microwave. Watch that items heated in the microwave do not erupt causing hot liquid or steam to burn you.

Office Ergonomics and Video Display Terminals

Hazards:

Musculoskeletal disorders, visual fatigue, discomfort, headaches, pains and strains.

Hazard Control:

The Otonabee – South Monaghan Public Library Board recognizes the importance of ergonomics in reducing the work-related hazards set out above.

There are numerous sources of information available. Please refer to "**Health and Safety Guide for Libraries Book**" pages 45-85.

Staff are encouraged to complete the computer workstation checklist on the last page of this document to ensure their workstation and all components of their workstation (i.e. lighting, video display terminal, computer etc.) meet the requirements. Also attached as an Appendix is a copy of "Rest Breaks for Computer Operators" When Staff are working for extended periods of time at a computer workstation they are permitted to take five minute

breaks every hour away from computer use and perform an alternate task dissimilar from computer work such as filing, general housekeeping etc. These five minute breaks are not to be accumulative. Regular lunch hours, breaks, or leaving the office for pick up/delivery of items also count as a five-minute rest break. Staff are required to immediately contact their Supervisor if they have any concerns or questions related to Computer/Workstation Ergonomics or any requirements specific to the individual.

File Cabinets

Hazards:

Bumps, bruises, falling materials, muscle and back strain.

Hazard Control:

1. Open one drawer at a time and close after use.
Do not leave file drawers open if leaving the area – even for a few seconds.
2. Close cabinets with the hand, not by bumping with the body or applying the foot.
3. Do not climb on open file drawers.
4. Use proper stool or small stepladder for reaching high drawers.
Proper lifting techniques shall be used at all times.
5. Ensure filing cabinets are level to prevent them from tipping over or bolt them to the wall if necessary.

Shelving

Hazards:

Falling materials, sharp edges, unstable shelves, obstructed aisles or exits.

Hazard Control:

1. Secure all materials stored in tiers to prevent sliding, falling or collapse.
2. Store all projecting materials above eye level.
3. Store heaviest materials on lower shelves.
4. Segregate materials that may create a fire hazard.
5. Do not overload shelves.
6. Do not climb on racks or shelves.
7. Use an appropriate stool, in good working order, to place items on higher shelves.
8. Check frequently and report any hazards or deficiencies to your Supervisor who will establish maintenance procedures as required

Please refer to “**Health and Safety Guide for Libraries Book**” pages 76-82.

Lifting and Handling

Hazards:

Injuries, i.e. backs, muscles, fingers, toes, cuts, bruises, sprains and strains.

Hazard Control:

1. Bend your knees and keep your back as straight as possible. Do not twist from the waist when handling a load.
2. Make sure you have a firm grip on the object. If an object is too heavy for you do not attempt to lift it and arrange for help.
3. Position your feet for balance. Place them one ahead of the other, about shoulder width apart. Use your leg muscles, keeping the back as straight as possible.
4. Do not over-strain the body with jerking or jolting movements.
5. Keep your arms and the object close to your body. Have a clear view and clear footing – when moving objects.

Please refer to “**Health and Safety Guide for Libraries Book**” page 139. This document provides a visual aid.

Electrical Equipment

Hazards:

Electric shock, burns, fire.

Hazard Control:

1. No one is permitted to make changes in wiring or perform any electrical repair work. A qualified electrician must be called in.
2. Report electrical trouble or defective equipment immediately.
3. Do not use frayed extension cords. Use only 3 prong cords. Do not repair extension cords.
4. Never use “piggyback” sockets. Power bars are to be used.
5. Never spray water on electrical equipment.
6. Only dry powder fire extinguishers (rated Class C) can be used on an electrical fire.

Hazardous Materials Hazards:

Exposure to chemicals; health hazards include immediate skin and eye injury, development of chronic conditions due to long-term exposure: fumes, vapours may cause nausea or unconsciousness.

Hazard Control:

1. All chemicals (e.g. cleaning materials, photo copier toner, “white out”) is to be used and store accordingly to manufacturer’s guidelines.
2. Wear protective equipment as required (e.g. protective gloves, closed shoes).
3. Do not mix any chemicals including bleach with other chemicals. Hazardous fumes and/or gases may result.
4. Keep storage area clean and free from obstructions.
5. Keep storage area doors closed at all times.

Emergency Procedures for Otonabee – South Monaghan Public Library Employees

In Case of Fire

Use a building telephone only if you are safe from the fire.

Do not use the elevator. (Keene)

While exiting walk, do not run. Shut all doors behind you and alert those who have difficulty hearing that an emergency evacuation of the building is under-way. Proceed along corridors and through exits in a quiet and orderly manner. High-heeled shoes are hazardous while proceeding down stairs, and it is advisable to remove them before entering the stairwell. Do not push or jostle.

Assist persons requiring assistance to reach the nearest safe exit:

Try to keep exits clear by permitting others to pass. It may be necessary to hold persons requiring assistance in or near the exit, and wait for Fire Department assistance.

If you must use an escape route where there is smoke, stay as low as possible. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.

Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.

If all exits are blocked by fire or smoke, enter a room preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke entering the room. Phone 9-1-1 to report your situation, and attract the attention of someone outside the building by any possible means.

When you have reached the outside of the building, move away from the exit allowing others behind you to emerge.

Do not attempt to drive your vehicle from the parking area.

Do not enter the building again until permitted by a Fire Department Officer or the Fire Safety Director

Location of Fire Extinguishers:

1) Next to exit doors in all libraries