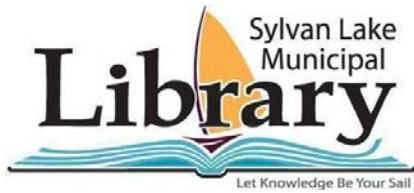


Health and Safety Policy

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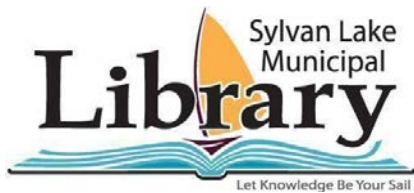


Health and Safety Policy

I. DEFINITIONS

For the purpose of this Health and Safety Policy, the following definitions will apply:

- **Board** – refers to the Town of Sylvan Lake Library Board, which is comprised of appointed officials from the town and Summer Villages councils and community members appointed by town council. The Sylvan Lake Library Board serves as the board of record.
- **Employee** – full-time, part-time, casual, and temporary persons who are employed by the library and responsible for library service at the Sylvan Lake Municipal Library.
- **First in Command** – the Library Director.
- **Management** – the Library Director, Assistant Library Director. These positions have supervisory responsibilities over other employees.
- **Repetitive Strain Injury (RSI)** – a repetitive strain injury, sometimes referred to as repetitive stress injury, is a gradual buildup of damage to muscles, tendons, and nerves from repetitive motions.
- **Safety Data Sheet (SDS)** – are summary documents that provide information about the hazards of a product and advice about safety precautions. SDSs are usually written by the manufacturer or supplier of the product.
- **Second in Command** – the Assistant Director.
- **Volunteer** – those individuals who perform duties that contribute to the operation of the library or the provision of library services but are not paid a wage or salary for performing these duties.
- **Workplace Hazardous Materials Information System (WHMIS)** – is a comprehensive plan for providing information on the safe use of hazardous materials used in Canadian workplaces. Information is provided by means of product labels, safety data sheets (SDS) and worker education programs.



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Safety Statement

The Sylvan Lake Municipal Library is committed to the health and safety of all employees, volunteers and general public utilizing the Library through the selection of competent employees. The Library ensures use of certified equipment and maintains the interior of the facility on a regular scheduled basis. On-going review of health and safety practices remains a priority to ensure compliance with current legislation. The Sylvan Lake Municipal Library's goal is to have all employees working together to provide a healthy, injury free workplace.

Scope

The Health and Safety Policy applies to all patrons, employees, and volunteers of the Sylvan Lake Municipal Library.

II. HEALTH AND SAFETY POLICY

Employees at every level are responsible and accountable to the Sylvan Lake Municipal Library Director for their health and safety performance. Active participation by everyone, in every job, is necessary for the health and safety performance excellence that the Sylvan Lake Municipal Library expects.

The Director is responsible and accountable to:

- Set an example and provide leadership in the Health and Safety Policy
- Carry out the employer responsibilities set out in the Alberta OH&S Legislation
- Administer a Health and Safety Policy orientation with employees and volunteers
- Provide proper equipment and training for employees and volunteers
- Create applicable operational health and safety policies and safe work practices
- Complete an annual review of the Health and Safety Policy with employees and volunteers
- Maintain confidential records related to personnel and health or safety matters

The Employees are responsible and accountable to:

- Comply with the requirements of the Health and Safety Policy
- Carrying out the employee responsibilities set out in the Alberta OH&S Legislation
- Cooperate with the Director in working towards improved health and safety
- Report injuries or unsafe working conditions to the Director as soon as possible

The Volunteers are responsible and accountable to:

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- Comply with the requirements of the Health and Safety Policy
- Cooperate with the Library Director in working towards improved health and safety
- Report any unsafe items requiring attention to the Library Director as soon as possible

None of the commitments made in, or the content of, this Policy overrides any federal, provincial, or municipal legislation that applies to the work of the Sylvan Lake Municipal Library. When differences occur between the Sylvan Lake Municipal Library Health and Safety Policy and the legislation, the more stringent requirement will always apply.

III. HAZARD ASSESSMENT

A. Definition

Hazard Assessment is a thorough examination of an operation, facility, or storage area to identify actual or potential hazards.

Types of hazards may include:

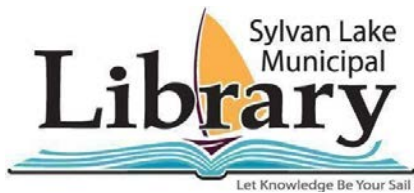
- Chemical – chemical agents in the form of vapours, gases, fumes, mists
- Physical – noise, vibration, hot or cold extremes
- Ergonomic – awkward posture, poor tool design, manual materials handling
- Biological – bacteria, viruses, fungi
- Equipment – operation, mechanics

Every workplace has four major components; the people, the environment they work in, the materials they work with and the equipment and tools they use. Every element of the workplace must be considered under all potential acts and conditions to minimize hazards.

B. Purpose

Prior to commencing work or throughout the duration of a shift, it is important to identify and control hazards. Hazard recognition and control involves:

- Determining what hazards are present in the workplace
- Assessing the level of risk for the hazards identified
- Implementing strategies to eliminate or reduce the risk involved
- Monitoring and follow-up to ensure the control strategies chosen are implemented and effective



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C. Personnel Involved

Ideally, hazard assessment and control involve both management and employees. Initial hazard assessments for a job must be led by management. It is essential that both the employer and the employees are aware of potential hazards in the workplace. The Hazard Assessment Forms can be located in the back of the Health and Safety Policy Binder in the Blank Forms section.

D. Strategies for Controlling Hazards

The critical step in hazard control is to develop and implement actions or methods to control and or eliminate risks in the workplace. These may include but are not limited to, safe work practices, safe job procedures, rules, additional training, and staff meetings.

There are a number of options available in order to control risk, including:

- Elimination – removing the hazard from the workplace
- Substitution – substituting a chemical, a piece of equipment
- Administrative Controls – controls that depend on the employees to ensure their own safety
- Engineering Controls – mechanical or engineering controls that reduce risk during certain tasks
- Personal Protective Equipment – PPE is considered an additional line of defense when and where required

Formal ongoing hazard assessments are critical to a safe workplace. All employees participate in opening and closing duties whereby an observational hazard assessment is completed. In addition, hourly checklists are completed during open hours and any maintenance items are noted with immediate reporting to the Library Director. In turn any items with regards to the building are reported the Town of Sylvan Lake as it is a town owned building.

It is especially important to recognize that hazard assessment does not deal strictly with things that are wrong at the present time. Rather, this assessment must deal with what could go wrong.

IV. HAZARD ASSESSMENT ANALYSIS

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Administrative Tasks	<p>Repetitive motion of hands/wrists resulting in a RSI.</p> <p>Body parts in one position for long periods of time resulting in a RSI.</p> <p>Body parts not in neutral position resulting in strain or fatigue.</p> <p>Standing or sitting for long periods of time at a workstation resulting in strain or fatigue.</p>	<p>Follow good ergonomic practices, set up workstations to give neutral body parts proper position.</p> <p>Assess from an ergonomic perspective to ensure best possible set-up.</p> <p>Allow mini breaks during the workday to limit the duration of the repetitive motion.</p> <p>Conduct training and communication of ergonomic hazards associated with this task.</p>	<p>Adjust keyboards and monitors.</p> <p>Provide adjustable swiveling chairs, ergonomic mice, telephone headsets, etc.</p> <p>Make anti-fatigue mats available at standing work areas.</p> <p>Employees to inspect equipment or tool prior to use to ensure it is in good working condition.</p>	

Hazard Control Strategies				
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Automated External Defibrillator (AED)	<p>Improper use of an AED could result in injury of the employee acting as the First Aider.</p> <p>Failure to perform a scene survey prior to helping the victim could result in injury of the employee acting as the First Aider.</p>	<p>Implement an AED management program including a monthly inspection by employees.</p> <p>Ensure AED training is part of the employees' orientation and ongoing safety training.</p> <p>First Aiders must complete a scene survey to identify hazards prior to helping the victim.</p> <p>First Aiders to check that the victim is dry prior to proceeding with the AED.</p> <p>First Aiders to confidently follow the AED instructions exactly.</p>	<p>Ensure mounting bracket for AED is installed properly.</p> <p>Employees to keep the AED properly maintained. Ensure it is in a visible, unobstructed location. Verify the battery installation is correct. Check the status or service indicator light. Note the absence of the visual or audio service alarm. Inspect exterior components and sockets for cracks. Confirm there are two sets of sealed AED pads that have not expired.</p>	<p>Face shields or safety glasses, gloves, and resuscitation mask as required.</p>
Box Assembly	<p>Exposure to sharp edges of box material resulting in an injury.</p>	<p>Position hands and fingers to eliminate exposure to edges.</p> <p>Store flat boxes to allow easy access without catching on other material causing excessive pulling or pushing.</p>		

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Box Breakdown Box Opening	Using a sharp-edged tool such as scissors or a box cutter resulting in an injury.	Review with employees to keep hands and fingers clear of cutting edge. Motion the tool away from the body.	Employees to inspect equipment or tool prior to use to ensure it is in good working condition.	
Building Occupancy	Occupancy of building negligent to the Alberta Fire Code could result in injury. Occupancy of building negligent to the Alberta Health Services guidelines could result in illness or injury.	Review Alberta Fire Code with employees. Post relevant Occupancy Permit in plain sight. Review Alberta Health Services guidelines with employees. Employees to ensure public safety items are fully stocked at entrance and exit point as required by Alberta Health Services. Employees to ensure a head count as part of their ongoing observations in the building.	Use of one access and egress point only to control numbers permitted in the building. Alberta Health Services program to distribute masks to the public. Alberta Health Services guidelines for approved hand sanitizer.	Face shield or safety glasses, dust masks and gloves as required.
Canned Air	Blown materials could fly back at the employee resulting in an injury.	Ensure WHMIS training is part of the employees' orientation and ongoing safety training. Employees to review SDS prior to use.	Follow manufacturer's recommendations for the product.	Face shield or safety glasses as required.

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Chemical Exposure	<p>Using chemicals for cleaning could result in illness.</p> <p>Chemicals stored in a non-original container may be labelled incorrectly resulting in illness.</p> <p>Using chemicals could result in a spill causing an illness or injury.</p>	<p>Ensure WHMIS training is part of the employees' orientation and ongoing safety training.</p> <p>Employees to review SDS prior to use.</p> <p>All non-original containers are to be labelled according to OH&S Code, Part 29, Section 398 (1), Label required.</p> <p>Employees to use chemicals according to manufacturer's recommendations and clean up any spills immediately.</p>	<p>Follow manufacturer's recommendations for the product.</p> <p>Products purchased by employees are not considered commercial.</p>	<p>Face shield or safety glasses and gloves as required.</p>
Computer Tasks	<p>Light reflecting from computer screens causing eye strain.</p> <p>Illumination levels causing eye strain.</p>	<p>Illumination levels checked to verify and ensure the computer lighting meets expected minimums for computer work.</p>	<p>Computer screens set at a height and angle to minimize reflection.</p> <p>Task lighting installed, as necessary.</p>	
Donation Acceptance	<p>Exposure to biological hazards such as bacteria, mould, mouse droppings, viruses, etc. causing illness.</p> <p>Exposure to allergen hazards such as dust, smoke, etc. causing a reaction.</p>	<p>Employees to follow donation acceptance recommendations as per the Library Director and or the Assistant Director.</p> <p>Donations may be denied.</p>		<p>Face shield or safety glasses, dust mask and gloves as required.</p>

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Driving	Weather and road conditions could result in a vehicle incident or collision.	<p>Employees to follow good driving practices. When weather and road conditions are considered extreme employees are to ensure they leave sufficient time to get to work safely.</p> <p>Employees to ensure they have roadside safety items in the vehicle in case of an emergency.</p>	Employees to ensure they have a reliable way to get to work safely and on time.	
Electric Shock	An electric shock may occur when an employee comes into contact with an electrical energy source causing an injury.	<p>Employees take turns completing the checklist for opening, closing and hourly checks in the building.</p> <p>Employees to maintain good housekeeping practices.</p>	<p>Conduit covers installed on the full length of electrical cords.</p> <p>Employee to inspect equipment or tool prior to use to ensure it is in good working condition.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Fire Extinguisher	<p>Extinguisher does not operate properly causing an injury or preventing control of fire.</p> <p>Employee is not trained in the proper usage of a fire extinguisher.</p> <p>Employee does not have open access to the fire extinguisher due to items blocking the area.</p>	<p>Ensure an annual inspection of all fire extinguishers is completed.</p> <p>Implement a fire extinguisher management program including a monthly inspection, as required by the manufacturer's recommendations, of all fire extinguishers by employees.</p> <p>Ensure fire extinguisher training is part of the employees' orientation and ongoing safety training.</p> <p>Ensure fire extinguisher locations are inspected regularly and have open access.</p>	<p>Ensure mounting bracket for fire extinguishers is installed properly.</p> <p>Ensure safety ring pin for fire extinguisher is intact until time of use.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Housekeeping	<p>Contact with objects protruding into or obstructing access or egress points, hallways or pathways could cause a tripping or fall injury.</p> <p>Items stored on top of cupboards or shelving units could cause unstable materials to fall causing an injury.</p> <p>Overflowing garbage and recycling receptacles could attract pests and cause a tripping or fall injury.</p> <p>Inappropriate storage of food materials could result in a pest control issue.</p>	<p>Ensure access or egress points, hallways or pathways are clear from obstruction.</p> <p>Employees will not store items on top of cupboards or shelving units unless the unit is specifically designed for a top load.</p> <p>Employees to use garbage and recycling receptacles as provided.</p> <p>All food materials to be stored in such a way so as not to attract pests of any kind.</p>	<p>Employees to report any maintenance issues to the Library Director immediately.</p> <p>The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building.</p> <p>Ensure adequate garbage and recycling receptacles on premises.</p> <p>Annual pest control completed on the perimeter of the building by the Town of Sylvan Lake.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Laminating	<p>Exposure to paper or laminate edges could result in an injury.</p> <p>Using a sharp-edged tool such as scissors could result in an injury.</p>	<p>Review with employees to keep hands and fingers clear of cutting edge at all times.</p>	<p>The laminator at the Sylvan Lake Municipal Library is a cold laminator. This type of laminator has a more aggressive adhesive that can be applied with pressure instead of heat.</p> <p>Ensure cutter is properly installed in the groove.</p> <p>Employees to inspect equipment or tool prior to use to ensure it is in good working condition.</p>	
Moving Furniture Equipment Heavy Objects	<p>Moving or lifting heavy furniture, equipment, or heavy objects such as carrying cases (hard cover), large boxes, or computer components could result in a sprain or strain injury.</p>	<p>Employees to follow good ergonomic practices such as bending at the knees and getting a good grip on the item.</p> <p>Employees to work together to move heavy or awkward items.</p>	<p>Ensure use of built in handles if item is equipped with such.</p> <p>Ensure use of wheels if item is equipped with such.</p> <p>Ensure use of dollies, shelving carts or other lifting equipment when required.</p> <p>Employees are encouraged to push dollies and shelving carts instead of pulling them.</p>	Gloves as required.

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		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Paper Cutter	Using this sharp-edged tool could result in an injury.	Review with employees to keep hands and fingers clear of cutting edge and to use handle properly at all times.	Ensure plastic finger protection cover is installed. Employees to inspect equipment or tool prior to use to ensure it is in good working condition.	
Pest Control	Interaction with pests such as insects and rodents could cause illness or injury.	Employees to review Chemical Exposure Hazard Assessment. Employees to review Donation Acceptance Hazard Assessment and follow donation acceptance recommendations as per the Library Director and or the Assistant Director. Employees to review Housekeeping Hazard Assessment.	Employees to report any pest control issues to the Library Director immediately. The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building.	Face shield or safety glasses, dust mask and gloves as required.

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Printed Material Handling	Lifting or moving printed materials (binders, manuals, etc.) while sitting at workstation or reaching overhead could result in awkward body movements, falling materials, sprains, or strains.	<p>Placement of printed materials at workstations or on shelves is to be placed so as to reduce the amount of turning, twisting or reaching overhead.</p> <p>Employees to stand up to retrieve printed materials that are out of the seated range of motion, using two hands with heavier materials.</p>	Provide adjustable, swiveling chairs to ensure whole body movement.	
Portable Ladder	Fall from the portable ladder causing an injury.	<p>Review with employees the requirements of the OH&S Code, Part 8, Entrances, Walkways, Stairways and Ladders.</p> <p>Review the manufacturer's instructions (labels attached to the ladder) before using.</p> <p>Remove from service any portable ladder that becomes damaged or does not meet the relevant CSA or</p> <p>ANSI standard from the OH&S Code, Part 8, Section 135, Manufactured portable ladder.</p>	Employees to inspect equipment or tool prior to use to ensure it is in good working condition.	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Shelving Items	<p>Shelving items could result in sprain or strain injuries or a fall injury if using a step stool or portable ladder for higher shelves.</p> <p>Handling heavy bags or boxes could result in a sprain or strain injury.</p> <p>Shelving itself is not strong enough to support the weight resulting in a shelf failure causing an injury.</p> <p>Quarantining items for less than the recommended time under the Alberta Health Services guidelines can result in illness.</p>	<p>Review with employees the requirements of the OH&S Code, Part 14, Lifting and Handling Loads.</p> <p>Remove from service any dollies, shelving carts, step stools or portable ladder that becomes damaged or does not meet the relevant CSA or ANSI standard from the OH&S Code, Part 8, Section 135, Manufactured portable ladder.</p> <p>Review with employees the weight limits for shelving, dollies, shelving carts, step stools and portable ladder.</p> <p>Employees to quarantine and disinfect items according to the Alberta Health Services guidelines.</p>	<p>Employees to inspect equipment or tool prior to use to ensure it is in good working condition.</p> <p>Ensure use of built in handles if item is equipped with such.</p> <p>Ensure use of wheels if item is equipped with such.</p> <p>Ensure use of dollies, shelving carts or other lifting equipment when required.</p> <p>Employees encouraged to push dollies and shelving carts instead of pulling them.</p>	<p>Face shields or safety glasses, dust masks and gloves as required.</p>
Tape Gun Packing Tape	<p>Using this sharp-edged tool could result in an injury.</p>	<p>Review with employees to keep hands and fingers clear of cutting edge when cutting the tape.</p> <p>Motion the tool away from the body.</p>	<p>Employees to inspect equipment or tool prior to use to ensure it is in good working condition.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Walking Inside	<p>Carpets, electrical cords, mats, clutter, etc. could cause a tripping or fall injury.</p> <p>Conduit covers installed at floor level, to house electrical cords, could cause a tripping or fall injury.</p>	<p>Employees take turns completing the checklist for opening, closing and hourly checks in the building.</p> <p>Employees to maintain good housekeeping.</p> <p>Employees to look ahead while walking to ensure path is clear. When possible walk around tripping hazards.</p>	<p>Conduit covers installed on the full length of electrical cords.</p> <p>Employee to inspect equipment or tool prior to use to ensure it is in good working condition.</p>	
Walking Inside Collisions	<p>Inattention to direction of travel while walking could result in a collision between employees or patrons causing an injury or fall.</p>	<p>Employees to look ahead while walking and practice attentiveness.</p> <p>Ensure a clutter free space for the safety of all employees and the public.</p> <p>Employees to inspect and correct trip hazards during daily opening and closing duties.</p>		

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Walking Outside	Rainfall, snow, and ice could cause slippery conditions resulting in a fall injury.	<p>The Town of Sylvan Lake is responsible to clear snow and manage ice around the building.</p> <p>Employees to review SDS prior to use of ice melt.</p> <p>Employees to shovel snow and use ice melt, as necessary.</p>	<p>Employees to inspect equipment or tool prior to use to ensure it is in good working condition.</p> <p>Provide ergonomically designed snow shovels.</p> <p>Employees to report any maintenance issues to the Library Director immediately.</p> <p>The Library Director in turn reports to the Town of Sylvan Lake as it is a town-owned building.</p>	Face shield or safety glasses and gloves as required.

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Weather Extreme Temperatures	<p>Extreme hot weather temperatures can lead to dehydration causing more serious illness such as heat cramps, heat exhaustion or heat stroke.</p> <p>Extreme cold weather temperatures can lead to reduced circulation causing more serious illness such as frost bite and hypothermia.</p> <p>Exposure to allergen hazards such as bug spray or sunscreen causing a reaction.</p>	<p>Employees to dress appropriately for the weather at all times if responsibilities require them to work outside the building.</p> <p>Employees to use bug spray or sunscreen according to manufacturer's recommendations and clean up any spills immediately.</p> <p>Employees to review SDS prior to use of bug spray or sunscreen.</p>	<p>Employees to ensure the heating and cooling system within the building is checked regularly.</p> <p>Employees to report any maintenance issues to the Library Director immediately.</p> <p>The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Working Alone	<p>Working alone can result in injuries due to tripping, falling, sprains or strains.</p> <p>Walking to and from the building at the beginning or end of a shift can result in injuries due to tripping, falling, sprains or strains.</p> <p>Walking to and from the building at the beginning or end of a shift can result in an incident of workplace violence, harassment and other unacceptable behaviour.</p>	<p>Review with employees the requirements of the OH&S Code, Part 28, Working Alone.</p> <p>Employees to follow the Working Alone Policy.</p> <p>Employees are not to undertake any tasks that involve heavy lifting, moving or any other task that may constitute a risk to their health and or safety.</p> <p>Review with employees the requirements of the OH&S Code, Part 27, Violence and Harassment.</p> <p>Employees to follow the Workplace Violence, Harassment and Other Unacceptable Behaviour Policy.</p> <p>It is imperative that whenever possible employees are to leave the building together.</p>	<p>Employees to ensure the library doors are locked behind them immediately after entering the building.</p> <p>Employees are to ensure the library doors are locked at all times during closed hours.</p> <p>Employees to ensure they utilize the check in system as directed by the Library Director in the rare event that they are working alone.</p> <p>Employees to ensure they have access to an effective communication system consisting of radio communication, landline or cellular telephone or some other means of electronic device.</p> <p>Employees parking a vehicle should ensure close proximity to the library under a well-lit area.</p>	

		Hazard Control Strategies		
Task	Hazard	Administrative Controls	Engineering Controls	PPE
Workplace Violence Harassment	<p>Interactions with the public could result in injuries related to violence or harassment.</p> <p>Interactions with other employees could result in injuries related to violence or harassment.</p>	<p>Review with employees the requirements of the OH&S Code, Part 27, Violence and Harassment.</p> <p>Employees to follow the Workplace Violence, Harassment and Other Unacceptable Behaviour Policy.</p> <p>Employees to use applicable training to diffuse interactions as quickly as possible.</p> <p>Employees to call other employees for help if necessary and report all incidents to the Library Director immediately.</p>	Shields installed around the circulation desk.	

V. SAFE WORK PRACTICE AND SAFE JOB PROCEDURE

		Job Hazard Analysis	
Task	Safe Work Practice	Safe Job Procedure	PPE
Administrative Tasks	<p>Follow good ergonomic practices, set up workstations to give neutral body parts proper position.</p> <p>Assess from an ergonomic perspective to ensure best possible set-up.</p> <p>Allow mini-breaks during the workday to limit the duration of the repetitive motion.</p>	<ol style="list-style-type: none"> 1. Conduct employee training and communication of ergonomic hazards associated with this task. 2. Adjust keyboards, monitors, swiveling chairs, mice, telephone headsets, etc. prior to use to ensure best possible ergonomic position. 3. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 	
Automated External Defibrillator (AED)	<p>Implement an AED management program including a monthly inspection by employees.</p> <p>Employees to keep the AED properly maintained. Ensure it is in a visible, unobstructed location. Verify the battery installation is correct. Check the status or service indicator light. Note the absence of the visual or audio service alarm. Inspect exterior components and sockets for cracks. Confirm there are two sets of sealed AED pads that have not expired.</p>	<ol style="list-style-type: none"> 1. Ensure AED training is part of the employees' orientation and ongoing safety training. 2. First Aiders to call 911 in the event of an emergency. 3. First Aiders must complete a scene survey to identify hazards prior to helping the victim. 4. First Aiders to check that the victim is dry prior to proceeding with the AED. 5. First Aiders to confidently follow the AED instructions exactly. 	Face shields or safety glasses, gloves, and resuscitation mask as required.

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Box Assembly	Position hands and fingers to eliminate exposure to edges.	<ol style="list-style-type: none"> 1. Store flat boxes to allow easy access without catching on other material causing excessive pulling or pushing. 2. Retrieve a flat box for assembly. 3. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 4. Assemble box using proper ergonomic posture. 5. Tape seams of the box closed to ensure there are no sharp edges. 	
Box Breakdown Box Opening	Review with employees to keep hands and fingers clear of cutting edge.	<ol style="list-style-type: none"> 1. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 2. When breaking down or opening a box motion the tool away from the body. 3. Place broken down boxes in the recycling containers housed outside the library. 	

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Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Building Occupancy	<p>Review Alberta Fire Code with employees. Post relevant Occupancy Permit in plain sight.</p> <p>Review Alberta Health Services guidelines with employees.</p>	<ol style="list-style-type: none"> 1. Use of one access and egress point only to control numbers permitted in the building. 2. Employees to ensure public safety items are fully stocked at entrance and exit point as required by Alberta Health Services. 3. Follow Alberta Health Services guidelines for approved hand sanitizer. 4. Follow Alberta Health Services Policy to distribute masks to the public. 5. Employees to ensure a head count as part of their ongoing observations in the building. 	Face shield or safety glasses, dust masks and gloves as required.
Canned Air	Follow manufacturer's recommendations for the product.	<ol style="list-style-type: none"> 1. Ensure WHMIS training is part of the employees' orientation and ongoing safety training. 2. Employees to review SDS prior to use. 	Face shield or safety glasses as required.

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Chemical Exposure	Follow manufacturer's recommendations for the product.	<ol style="list-style-type: none"> 1. Ensure WHMIS training is part of the employees' orientation and ongoing safety training. 2. Employees to review SDS prior to use. 3. All non-original containers are to be labelled according to OH&S Code, Part 29, Section 398 (1), Label required. 4. In the event of a chemical spill, the area is to be cleaned up immediately and proper disposal procedures are to be followed. 	Face shield or safety glasses and gloves as required.
Computer Tasks	Illumination levels checked to verify and ensure the computer lighting meets expected minimums for work.	<ol style="list-style-type: none"> 1. Computer screens set at a height and angle to minimize reflection. 2. Task lighting installed, as necessary. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Donation Acceptance	Employees to follow donation acceptance recommendations as per the Library Director and or the Assistant Director.	<ol style="list-style-type: none"> 1. When donations are brought into the library, employees will complete a visual assessment and decide on acceptance or denial. 2. Follow Alberta Health Services quarantining guidelines for donation items. 3. Follow Alberta Health Services disinfecting guidelines for donation items. 4. Donations for the Little Free Pantry to be assessed on expiry dates where applicable. 5. Donations may be denied. 	Face shield or safety glasses, dust mask and gloves as required.

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Driving	<p>Employees to follow good driving practices.</p> <p>When weather and road conditions are considered extreme employees are to ensure they leave sufficient time to get to work safely.</p>	<ol style="list-style-type: none"> 1. Employees to ensure a valid Driver's License is on their person when driving. 2. Employees to check weather and road conditions prior to driving. Clothing should not restrict movement, vision, or hearing. 3. Employees to ensure they have roadside safety items in the vehicle in case of an emergency. 4. Ensure vehicle is in good working condition and maintenance is performed as per manufacturer's recommendations. 5. Employees to operate all vehicles in accordance with the Alberta Traffic Safety Act. Seatbelts are to be worn at all times. 6. Use good judgement and understand the basic recovery skills appropriate to the vehicle you are driving. Do not use cruise control during heavy rainfall or on icy roads. Accelerate and brake gently to reduce skids or spinouts. 7. Do not operate under the influence of alcohol, drugs, or medication. 8. Avoid driving when fatigued. 9. Do not offer rides to strangers or hitchhikers. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Electric Shock	<p>Employees take turns completing the checklist for opening, closing and hourly checks in the building.</p> <p>Employees to maintain good housekeeping practices.</p>	<ol style="list-style-type: none"> 1. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 2. Conduit covers installed on the full length of electrical cords. 3. Electrical outlets will not be overloaded. 4. Power and surge protector bars to be used where necessary. 5. Any electrical equipment or cord that is damaged will be removed from service and proper disposal procedures are to be followed. 	

		Job Hazard Analysis	
Task	Safe Work Practice	Safe Job Procedure	PPE
Fire Extinguisher	<p>Ensure an annual inspection of all fire extinguishers is completed.</p> <p>Implement a fire extinguisher management program including a monthly inspection, as required by the manufacturer's recommendations, of all fire extinguishers by employees.</p>	<ol style="list-style-type: none"> 1. Ensure fire extinguisher training is part of the employees' orientation and ongoing safety training. 2. Ensure fire extinguisher locations are inspected regularly and have open access. 3. Remove fire extinguisher from mounted bracket. 4. Hold upright, PULL ring pin. (P) 5. Stand approximately 8' from fire, AIM at the base of the fire. (A) 6. SQUEEZE lever, cautious of a possible kickback. (S) 7. SWEEP the fire extinguisher side to side. (S) 8. If discharged, ensure the extinguisher is put out of use and recharged as soon as possible prior to remounting on bracket. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Housekeeping	<p>Ensure access or egress points, hallways or pathways are clear from obstruction.</p> <p>Employees will not store items on top of cupboards or shelving units unless the unit is specifically designed for a top load.</p> <p>Employees to use garbage and recycling receptacles as provided.</p> <p>All food materials to be stored in such a way so as not to attract pests of any kind.</p>	<ol style="list-style-type: none"> 1. Employees take turns completing the checklist for opening, closing and hourly checks in the building. 2. Employees to report any maintenance issues to the Library Director immediately. 3. The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building. 4. Garbage and recycling receptacles to be emptied at regular intervals or as required. 5. Garbage and recycling carts to be placed by the roadside on the appropriate day to ensure pick up by the Town of Sylvan Lake. 6. Follow Alberta Health Services approved hand sanitizer guidelines. 7. Follow Alberta Health Services disinfecting guidelines for workstations and public areas. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Laminating	<p>Employees to keep hands and fingers clear of cutting edge at all times.</p> <p>Ensure cutter is properly installed in the groove.</p>	<ol style="list-style-type: none"> 1. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 2. Set laminator on a flat even surface. 3. Place the sheet to be laminated face-up under the safety bar until the paper meets the sticky edge. 4. Make sure the paper goes in smoothly, then crank the handle until the laminated sheet comes out the other side. 5. Once the full sheet is laminated, press the orange button down and drag the blade across the laminated sheet to release. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Moving Furniture Equipment Heavy Objects	<p>Employees to follow good ergonomic practices such as bending at the knees and getting a good grip on the item.</p> <p>Employees to work together to move heavy or awkward items.</p> <p>Ensure use of dollies, shelving carts or other lifting equipment when required.</p> <p>Employees are encouraged to push dollies and shelving carts instead of pulling them.</p>	<ol style="list-style-type: none"> 1. Position feet for balance about hip width apart. 2. Bend your knees, keep back in alignment, as straight as possible but not necessarily vertical. 3. Get a good grip on the object with the palm as well as the fingers on both hands. 4. Ensure use of built in handles if item is equipped with such. 5. Keep the load close to your body, lift with your leg muscles and keep your back straight. 6. Turn with your feet, not your body and avoid twisting while lifting. 7. Ensure use of wheels if item is equipped with such. 	Gloves as required.
Paper Cutter	<p>Employees to keep hands and fingers clear of cutting edge and to use handle properly at all times.</p>	<ol style="list-style-type: none"> 1. Ensure plastic finger protection cover is installed. 2. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 3. When finished, all scraps of paper are to be cleaned up. 	

Health and Safety Policy

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Pest Control	<p>Employees to use garbage and recycling receptacles as provided.</p> <p>All food materials to be stored in such a way so as not to attract pests of any kind.</p> <p>Access and egress points monitored so as not to allow pests to enter the building.</p>	<ol style="list-style-type: none"> 1. Employees take turns completing the checklist for opening, closing and hourly checks in the building. 2. Employees to report any pest control issues to the Library Director immediately. 3. The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building. 4. Garbage and recycling receptacles to be emptied at regular intervals or as required. 5. Follow Alberta Health Services disinfecting guidelines for workstations and public areas. 	Face shield or safety glasses, dust mask and gloves as required.
Printed Material Handling	<p>Placement of printed materials at workstations or on shelves is to be placed so as to reduce the amount of turning, twisting or reaching overhead.</p>	<ol style="list-style-type: none"> 1. Employees will store materials properly in cupboards or on shelves. 2. Employees to stand up to retrieve printed materials that are out of the seated range of motion, using two hands with heavier materials. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Portable Ladder	Review the manufacturer's instructions (labels attached to the ladder) before using.	<ol style="list-style-type: none"> 1. Employees review the requirements of the OH&S Code, Part 8, Entrances, Walkways, Stairways and Ladders. 2. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 3. Remove from service any portable ladder that becomes damaged or does not meet the relevant CSA or ANSI standard from the OH&S Code, Part 8, Section 135, Manufactured portable ladder. 4. Ensure surface is level and firm when setting up a ladder. 5. Ensure ladder is set at the proper angle according to manufacturer's recommendations. 6. Ladders should not be climbed higher than the third step from the top. 7. Three points of contact should always be maintained when climbing up or down; always face the ladder. 8. Ladders should not be erected on boxes, platforms, tables, etc. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Shelving Items	<p>Ensure use of dollies, shelving carts or other lifting equipment when required.</p> <p>Employees encouraged to push dollies and shelving carts instead of pulling them.</p> <p>Follow Alberta Health Services quarantining guidelines.</p> <p>Follow Alberta Health Services disinfecting guidelines.</p>	<ol style="list-style-type: none"> 1. Employees review the requirements of the OH&S Code, Part 14, Lifting and Handling Loads. 2. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 3. Remove from service any dollies, shelving carts, step stools or portable ladder that becomes damaged or does not meet the relevant CSA or ANSI standard from the OH&S Code, Part 8, Section 135, Manufactured portable ladder. 4. Follow Alberta Health Services quarantining guidelines for returned items. 5. Follow Alberta Health Services disinfecting guidelines for returned items. 6. Library materials will be shelved in the proper collection area, i.e., junior fiction, DVD, according to the Dewey Decimal Classification for non-fiction items or alphabetically for fiction materials. 	<p>Face shields or safety glasses, dust masks and gloves as required.</p>

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Tape Gun Packing Tape	Employees to keep hands and fingers clear of the cutting edge when cutting tape.	<ol style="list-style-type: none"> 1. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 2. Tape gun to be used flat against the surface and moving in a straight line. 3. Motion the tool away from the body. 	
Walking Inside	<p>Employees to wear appropriate footwear.</p> <p>Employees to limit the number of items they carry when walking inside.</p>	<ol style="list-style-type: none"> 1. Employees take turns completing the checklist for opening, closing and hourly checks in the building. 2. Employees to maintain good housekeeping. 3. Employees to look ahead while walking to ensure path is clear. When possible walk around tripping hazards. 	
Walking Inside Collisions	<p>Employees to wear appropriate footwear.</p> <p>Employees to limit the number of items they carry when walking inside.</p>	<ol style="list-style-type: none"> 1. Employees to look ahead while walking and practice attentiveness. 2. Ensure a clutter free space for the safety of all employees and the public. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Walking Outside	<p>Employees to wear appropriate footwear.</p> <p>Employees to limit the number of items they carry when walking outside.</p>	<ol style="list-style-type: none"> 1. Employees to report any maintenance issues to the Library Director immediately. 2. The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building. 3. The Town of Sylvan Lake is responsible to clear snow and manage ice around the building. 4. Employees to inspect equipment or tool prior to use to ensure it is in good working condition. 5. Employees to review SDS prior to use of ice melt. 6. Employees to shovel snow and use ice melt, as necessary. 7. Employees to dress appropriately for the weather conditions. 	<p>Face shield or safety glasses and gloves as required.</p>

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Weather Extreme Temperatures	<p>Employees to dress appropriately for the weather conditions.</p> <p>Employees to plan ahead for changes in weather conditions throughout the day.</p> <p>Employees to be flexible in the event the weather does not permit planned events or programs to go ahead.</p>	<ol style="list-style-type: none"> 1. Employees to ensure the heating and cooling system within the building is checked regularly. 2. Employees to report any maintenance issues to the Library Director immediately. 3. The Library Director in turn reports to the Town of Sylvan Lake as it is a town owned building. 4. In the event a planned event or program is cancelled, employees need to ensure registered participants are notified. 	

		Job Hazard Analysis	
Task	Safe Work Practice	Safe Job Procedure	PPE
Working Alone	<p>Employees to ensure the library doors are locked behind them immediately after entering the building.</p> <p>Employees are to ensure the library doors are locked at all times during closed hours.</p> <p>Employees are not to undertake any tasks that involve heavy lifting, moving or any other task that may constitute a risk to their health and safety.</p>	<ol style="list-style-type: none"> 1. Employees review the requirements of the OH&S Code, Part 28, Working Alone. 2. Employees to follow the Working Alone Policy. 3. Employees to ensure they utilize the check in system as directed by the Library Director in the rare event that they are working alone. 4. Employees to ensure they have access to an effective communication system consisting of radio communication, landline or cellular telephone or some other means of electronic device. 5. Employees parking a vehicle should ensure close proximity to the library under a well-lit area. 6. It is imperative that whenever possible employees are to leave the building together. 	

Job Hazard Analysis			
Task	Safe Work Practice	Safe Job Procedure	PPE
Workplace Violence Harassment	<p>Employees to use applicable training to diffuse interactions as quickly as possible.</p> <p>Employees to call other employees for help if necessary and report all incidents to the Library Director immediately.</p>	<ol style="list-style-type: none"> 1. Employees review the requirements of the OH&S Code, Part 27, Violence and Harassment. 2. Employees to follow the Workplace Violence, Harassment and Other Unacceptable Behaviour Policy. 3. In the event a member of the public or another employee becomes agitated, stay calm and diffuse the interaction as quickly as possible. 4. In the event that a member of the public or another employee becomes a danger to themselves or others, phone 911. 5. Keep all other members of the public and other employees clear of the area in which the dangerous person is occupying. 	

VI. WORKING ALONE POLICY

Sylvan Lake Municipal Library is required by the Alberta Occupational Health and Safety Code to ensure that employees required to work alone, can do so safely under the Alberta Occupational Health and Safety Code, Part 28, Working Alone.

Every attempt will be made to schedule staff in such a way as to avoid working alone, while the library is open to the public. This is to include lunch and dinner breaks. If it is not possible to have two staff members present or a staff member and an adult volunteer, then the library must be closed to the public.

Prior to and after library open hours, all exterior doors must be locked. Staff working prior to or after open hours may be in the building alone, but should not undertake tasks that involve heavy lifting, moving of furnishings, or any other such task that may constitute a risk to their health and/or safety.

Any worker working alone must have access to an effective communication system consisting of:

- radio communication,
- landline or cellular telephone communication, or
- some other effective means of electronic communication

that includes regular contact by the employer or designate at intervals appropriate to the nature of the hazard associated with the worker's work.

The Director will ensure all employees and/or volunteers are competently trained in the "Opening / Closing Duties for the Sylvan Lake Municipal Library", in addition employees and/or volunteers will be trained in the procedure of completing hourly walk-through checklists while on shift.

When the library closes after dark, staff should make every effort to leave the building together.

A volunteer is never to be working alone in the building; a staff member must always be present.

VII. WORKPLACE VIOLENCE, HARASSMENT AND OTHER UNACCEPTABLE BEHAVIOUR POLICY

The Sylvan Lake Municipal Library is committed to an abuse-free work environment, characterized by respect and tolerance. Acts of violence or harassment committed by, or against, any individual(s) affiliated with this organization are considered as unacceptable conduct within the context of the Alberta Occupational Health and Safety Code, Part 27, Violence and Harassment and the Canadian Human Rights Act. Any individual(s) engaging in workplace violence, sexual harassment or other forms of harassment will be subject to disciplinary action, up to and including termination of employment. Inappropriate behaviour includes, but is not limited to:

- threatening behaviour, such as shaking fists, destroying property, or throwing objects
- verbal or written threats, including any expression of intent to inflict harm
- discrimination against a library patron or another employee or prospective employee because of that person's race, colour, place of origin, ancestry, gender, sexual orientation, age, marital status, religious beliefs, physical disability, or any other categories covered by the Alberta Human Rights Act
- harassment or any behaviour that demeans, embarrasses, humiliates, alarms or verbally abuses a person and that is known, or would be generally expected, to be unwelcome; this includes, words, gestures, intimidation, bullying, or other inappropriate activities, including electronic communications generally disseminated
 - verbal abuse such as swearing, insults, and slurs
- physical attacks

A. Procedures for Handling Complaints

If an employee or volunteer believes they are being harassed, the employee or volunteer shall:

1. Tell the individual their behaviour is unwelcomed and ask them to stop.
2. Keep a record of incidents (dates, times, location, possible witnesses, what happened and the employee's own response). The employee or volunteer does not have to have a record of events in order to file a complaint, but such a record can strengthen their case and assist them in remembering details over time.

3. File a written complaint if, after asking the harasser to stop, the harassment continues. The employee should report the problem to the Director as soon as possible and without fear of reprisal.
4. The Director will promptly and thoroughly investigate the complaint and will inform the Town of Sylvan Lake Library Board.
5. If the complainant is not satisfied with the action taken by the Director, the individual experiencing the alleged harassment may file a written complaint with the Town of Sylvan Lake Library Board. The Town of Sylvan Lake Library Board will thoroughly investigate the complaint and take appropriate action.
6. If the complainant is not satisfied with the action taken by the Town of Sylvan Lake Library Board, they may appeal directly to the Alberta Human Rights Commission.

*Excerpt from the Sylvan Lake Municipal Library Personnel Policy.

*For further clarification please refer to the Sylvan Lake Municipal Library Personnel Policy in its entirety.

VIII. SAFETY TRAINING POLICY

A. Purpose

The purpose of this policy is to ensure that all employees receive adequate safety training. In keeping with this, the Sylvan Lake Municipal Library will provide and ensure that all employees participate in the following safety training:

- Orientation for all newly hired employees
- Review of Health and Safety Policy
- Overview of WHMIS including all pertinent SDS (Safety Data Sheet)
- Job specific training as required
- Refresher and update training
- Ongoing formal and informal safety meetings

All new employees are required to have a valid First Aid Certificate. Upon being hired, the orientation will cover a variety of topics, one of which being the Health and Safety Policy. In addition to this document, the employee must be conversant with all applicable Alberta OH&S Legislation as it pertains to their employment.

Upon completion of the orientation, an employee of the Sylvan Lake Municipal Library understands and agrees to sign the Memorandum of Understanding with regards to the Safety Data Sheet Review. The Memorandum of Understanding is located in the back of the Health and Safety Policy Binder in the Blank Forms section and in the Safety Data

Sheet Binder. The Safety Meeting Form is located in the back of the Health and Safety Policy Binder.

IX. INCIDENT AND INVESTIGATION

A. Safety and Security

The Town of Sylvan Lake Library Board wishes to promote a safe work environment for Library employees.

All injuries to employees will be reported to and documented by the immediate supervisor within forty-eight (48) hours of the injury. A copy of the report will be written up on the appropriate injury form with a copy to the Director. Employees on Workers Compensation will be paid directly by the Workers Compensation Board (WCB) and be temporarily taken off the payroll system. The Incident Report Form is located in the back of the Health and Safety Policy Binder.

All employees will report unsafe working conditions to their supervisor without fear of reprisal. Unsafe working conditions will be given immediate attention. All employees are required to alert the Director regarding any security concerns. Employees working in the building during off hours are responsible for maintaining the security of the building during their stay and for leaving the building secure.

B. Accident Reporting

All employees and volunteers of the Sylvan Lake Municipal Library must be covered by the library under the Workers Compensation Act of Alberta. All employees are expected to conform to WCB Regulations regarding accident reporting.

When an employee does suffer an injury of any kind, they will seek first aid assistance or medical treatment if necessary. The employee shall then immediately report it to the Library Director (where applicable) who will, complete the necessary Workers

Compensation report and file it according to the requirements. The Director of the Sylvan Lake Municipal Library should be notified of all WCB reports.

It is the Director's responsibility to see that the employer and employee or volunteer WCB Accident Reports are submitted to the WCB within seventy-two (72) hours of the time that the accident is reported to the employer to ensure prompt action from the WCB. All further WCB communications reported will be managed by the Director as assigned.

The Director is responsible for informing the Town insurance office of any injury occurring in or around the library.

X. FIRST AID PLAN

The number one goal at the Sylvan Lake Municipal Library is to keep employees and volunteers safe and healthy. The Library environment is considered a Low Hazard work area. Some employees sit for long periods of time and this could cause musculoskeletal injuries. Other typical hazards include but are not limited to lifting heavy items, loading, and unloading bins or carts, pushing shelving carts and placing items on shelves.

The Sylvan Lake Municipal Library is located two blocks from the Advanced Ambulatory Care Centre in Sylvan Lake and twenty-five (25) minutes from the Red Deer Regional Hospital in Red Deer. If a minor injury occurs such as a sprain, strain or cut, a fellow employee who is qualified to act as a First Aider, will assist with the injury and perform first aid; the employee can follow up with a family doctor as necessary. In the event a severe injury occurs 911 will be contacted and may need to transport the person to the Advanced Ambulatory Care Centre or the Red Deer Regional Hospital.

The primary first aid kit is located on the wall next to the employee washroom. A secondary first aid kit is located in the program room in the cupboards above the sink. A travel first aid kit will be provided to any employee completing work in a location other than the library property. If any items are used from a first aid kit the item must be replaced as soon as possible. First aid kits will be checked on a regular basis to ensure they are fully stocked, and any expired items will be properly disposed of and replaced.

A full listing of qualified first aid certificate holders can be obtained from the Library Director or Assistant Director.

XI. EMERGENCY PREPAREDNESS

In the event of an emergency, all employees must follow applicable training, written policies reviewed during orientation, and verbal instructions from leadership.

Chain of Command:

- **First in Command:** Library Director
- **Second in Command:** Assistant Director
- If both are absent, the most senior staff member on duty assumes command.

Muster Point: located at Library staff parking signs lot west of the building.

Emergency Preparedness Manual

The **Library Director**, in coordination with the **Health & Safety Representative**, will maintain an **Emergency Preparedness Procedure Manual** outlining all situational procedures. This manual will be reviewed regularly and updated as needed.

XII. EMERGENCY LOCKDOWN INFORMATION

If a lockdown order must be enacted, please be aware of the following:

- **Safe Places (inside)** – During an emergency lockdown ensure occupants are directed to an approved safe place; these include the transit and secure storage room area with the door closed and secured from the inside, the program room storage area with the door closed and secured from the inside and if necessary any washroom with the stall or door locked (ensure feet are lifted up and not visible).
- **Keys** – If you are in possession of keys for the Sylvan Lake Municipal Library you must have them on your person at all times. In the event keys are loaned out ensure areas are ready for a possible lockdown order.
- **Special Events** – During a special event, regular lockdown procedures are to be followed.

A. Steps to Follow in an Emergency Lockdown

1. The First in Command is to call 911 on a cordless phone and take direction from police.
2. The Second in Command is to announce to the public occupants that there is an emergency lockdown occurring; occupants must follow all staff members' instructions.
3. The Second in Command will instruct employees to perform a sweep of the library in areas closest to them and gather with occupants in a safe place (inside) as noted above.
4. The First in Command will close and lock all doors and windows. Pull down window coverings where possible.
5. All employees are to direct occupants to sit quietly in the smallest group possible.
6. All employees are to keep doors and windows locked until police open the door or a police officer has provided adequate identification.
7. At the conclusion of the emergency lockdown, all employees are to complete an incident report.

B. If a Safe Place (inside) is Unavailable

In the event that sheltering inside is not an option, please follow these guidelines:

1. The Library's Muster Point is located at the staff parking lot west of the building. If it is safe to exit, proceed quickly and quietly to this location or another safe area.
2. Do not pull the fire alarm. If it sounds, ignore it unless directed otherwise.
3. Wait for Emergency Personnel to declare the building safe before re-entering. No one is permitted to return inside until official clearance is given.

XIII. EMERGENCY EVACUATION PLAN



Date Approved: November 13, 2024
Board Chair: Carol Moore

Date Approved: January 14, 2026
Board Chair: Carol Moore

XIV. APPENDIX

Blank Forms included in this section are as follows:

- [Fire Drill Procedure](#)
- [Hazard Assessment Form](#)
- [Staff Health and Safety Agreement](#)
- [Safety Meeting Form](#)
- [Incident Report Form](#)
- [Driving Agreement](#)
- [Occupational Health & Safety \(OHS\) Terms of Reference](#)

Fire Drill Procedure

Muster Point: Library Staff Parking

Chain of Command

- First in Command: Library Director
- Second in Command: Assistant Director
- If both are absent, the most senior staff member on shift takes charge.

First in Command Responsibilities

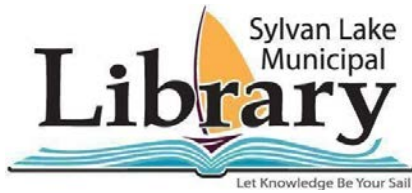
- Call 911 immediately after the alarm.
- Announce evacuation and direct everyone to leave belongings and exit quickly.
- Check east side of the library (test room, program room, storage, bathrooms, children's area, staff room).
- Close doors after checking each area.
- Go to Primary Muster Point with staff calendar and sign-in sheet.
- Account for everyone and gather info from staff.
- Meet Emergency Personnel and provide details.
- Wait for clearance before re-entering.
- Complete Incident Report.

Second in Command Responsibilities

- Grab staff calendar.
- Announce evacuation and direct everyone to exit quickly.
- Check west side (directors office, fireplace room, computer area, stacks).
- Close doors after checking each area.
- Go to Muster Point and report to First in Command.
- Complete Incident Report.

General Reminders

- Stay calm and orderly.
- Walk, don't run.
- Help those with disabilities.
- Do not re-enter until Emergency Personnel say it's safe.



Health and Safety Policy

Hazzard Assessment: Library Building and Grounds

Date: _____ Time: _____

Weather Conditions: _____

Temperature / Wind: _____

Visual Sky Condition / Ground Condition: _____

Assessment Team: _____

Note: Each individual staff member remains responsible for completing a visual Hazard Assessment prior to starting any task. Ensure you stop, think and assess each task.

Priority	Severity of Hazard	1 - Imminent Danger	2 - Serious	3 - Minor
		4 - Okay (OK)	5 - Not Applicable (N/A)	
	Probability of Occurrence	Likely / Unlikely		

Item #	Inspected Items	Severity of Hazard					Notes
Staff Area							
1	Driving (if staff use vehicles for library duties)	1	2	3	4	5	
2	Electrical hand tools / condition	1	2	3	4	5	
3	Ergonomics / chairs / desks / monitors at proper height	1	2	3	4	5	
4	First Aid Kits	1	2	3	4	5	
5	Hand tools / condition / dollies / shelving carts / wagons	1	2	3	4	5	
6	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
7	Lifting heavy boxes / other materials / furniture	1	2	3	4	5	
8	Office equipment / condition / copier / register / shred	1	2	3	4	5	
9	Office furniture / condition / chairs / desks / monitors	1	2	3	4	5	
10	PPE when required (Personal Protective Equipment)	1	2	3	4	5	
11	Repetitive tasks	1	2	3	4	5	

12	Standing for long periods of time / movement breaks	1	2	3	4	5	
13	AED	1	2	3	4	5	
14	Working alone	1	2	3	4	5	
Fireplace Reading Room							
15	Fire in the building	1	2	3	4	5	
16	Furniture / condition (public furniture)	1	2	3	4	5	
17	Furniture tipping over / unstable	1	2	3	4	5	
18	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
19	Suspended signage	1	2	3	4	5	
20	Lights and lighting	1	2	3	4	5	
Computer Area							
21	Electrical cords / condition / tripping	1	2	3	4	5	
22	Ergonomics / chairs / desks / monitors at proper height	1	2	3	4	5	
23	Office furniture / condition / chairs / desks / monitors	1	2	3	4	5	
24	Repetitive tasks	1	2	3	4	5	
25	Standing for long periods of time / movement breaks	1	2	3	4	5	
26	Lights and lighting	1	2	3	4	5	
Front Entrance							
27	Carpet / area rugs / entry rugs / boot trays	1	2	3	4	5	
28	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
29	Litter control	1	2	3	4	5	
30	Utility failure / leak (electrical / gas / heating / water)	1	2	3	4	5	
31	Fire Extinguishers checked (annually certified)	1	2	3	4	5	
Teen Space							
32	Furniture / condition (public furniture)	1	2	3	4	5	
33	Furniture tipping over / unstable	1	2	3	4	5	
34	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
35	Suspended signage	1	2	3	4	5	
36	Lights and lighting	1	2	3	4	5	
Adult Area							
37	Furniture / condition (public furniture)	1	2	3	4	5	
38	Furniture tipping over / unstable	1	2	3	4	5	
39	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	

40	Suspended signage	1	2	3	4	5	
41	Lights and lighting	1	2	3	4	5	
Children's Area							
42	Furniture / condition (public furniture)	1	2	3	4	5	
43	Furniture tipping over / unstable	1	2	3	4	5	
44	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
45	Suspended signage	1	2	3	4	5	
46	Lights and lighting	1	2	3	4	5	
Test Room							
47	Ergonomics / chairs / desks / monitors at proper height	1	2	3	4	5	
48	Office furniture / condition / chairs / desks / monitors	1	2	3	4	5	
49	Standing for long periods of time / movement breaks	1	2	3	4	5	
50	Lights and lighting	1	2	3	4	5	
Public Washrooms							
51	Utility failure / leak (electrical / gas / heating / water)	1	2	3	4	5	
52	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
Program Room							
53	Furniture / condition (public furniture)	1	2	3	4	5	
54	Furniture tipping over / unstable	1	2	3	4	5	
55	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
56	Portable ladders / 3 step stool / library stool / condition	1	2	3	4	5	
57	Lights and lighting	1	2	3	4	5	
Storage Room							
58	Lifting heavy boxes / other materials / furniture	1	2	3	4	5	
59	Hand tools / condition / dollies / shelving carts / wagons	1	2	3	4	5	
60	Proper storage of liquids (labelled as per WHMIS)	1	2	3	4	5	
61	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
62	Portable ladders / 3 step stool / library stool / condition	1	2	3	4	5	
63	Bug infestation	1	2	3	4	5	
Furnace Room							
64	Utility failure / leak (electrical / gas / heating / water)	1	2	3	4	5	

65	Fire in the building	1	2	3	4	5	
66	Fire Extinguishers checked (annually certified)	1	2	3	4	5	
67	Proper storage of liquids (labelled as per WHMIS)	1	2	3	4	5	
68	Bug infestation	1	2	3	4	5	
Transit Room							
69	Shelving books / book drop	1	2	3	4	5	
70	Lifting heavy boxes / other materials / furniture	1	2	3	4	5	
71	Hand tools / condition / dollies / shelving carts / wagons	1	2	3	4	5	
72	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
Staff Room							
73	Coffee / boiling water burns	1	2	3	4	5	
74	Housekeeping / clutter / falling / slipping / tripping	1	2	3	4	5	
75	Lights and lighting	1	2	3	4	5	

Strategies for Controlling Hazards: Elimination / Substitution / Administrative Controls / Engineering Controls / PPE

Item #	Description / Strategies for Controlling Hazard	Date	Follow Up Completed By	Initial

Library Director / Assistant Director Signature:

Date:

Staff Health and Safety Agreement

I, the undersigned, hereby acknowledge that I have read and understood the following:

1. **Occupational Health and Safety (OHS) Policy**

I confirm that I have reviewed the OHS policy provided by Sylvan Lake Municipal Library and understand its importance in promoting a safe and healthy work environment.

2. **Workplace Hazardous Materials Information System (WHMIS)**

I understand the WHMIS requirements and the significance of labeling, safety data sheets, and worker education and training regarding hazardous materials.

3. **Safety Data Sheets (SDS)**

I acknowledge that I am familiar with Safety Data Sheets, including their purpose and how to access and interpret them. I understand that SDS provide critical information on the properties of hazardous materials, safe handling practices, and emergency measures.

4. **Reasoning Behind This Information**

I recognize the importance of understanding the OHS policy, WHMIS, and SDS in ensuring my safety and the safety of my colleagues. This knowledge is essential for minimizing risks and responding appropriately to hazardous situations in the workplace.

By signing this agreement, I confirm my commitment to adhere to the safety policies and practices outlined above and to seek clarification whenever necessary.

Employee Signature: _____

Date: _____

Manager/Supervisor Signature: _____

Date: _____

Safety Meeting

Facility / Project:	
Date:	Time:

Type of Meeting	Items Covered
<input type="checkbox"/> Informal <input type="checkbox"/> Formal <input type="checkbox"/> Training / Orientation <input type="checkbox"/> Special <input type="checkbox"/> Other: _____	<input type="checkbox"/> General / Organizational <input type="checkbox"/> Review of Last Meeting <input type="checkbox"/> Conduct <input type="checkbox"/> Practice / Procedure Review <input type="checkbox"/> Incident / Investigation Review <input type="checkbox"/> Other: _____

Practice / Procedure Review	Incident / Investigation Review
Practices Reviewed: _____ _____ _____ Procedures Reviewed: _____ _____ _____	Date of Incident: _____ Review Notes: _____ _____ _____ _____ _____

General Notes:

Attendees	Name	Position	Signature	Date

Meeting Facilitator Signature:	
Comments: _____	

Date:	Time:

Library Director / Assistant Director Signature:	
Comments: _____	

Date:	Time:

Sylvan Lake Municipal Library: Incident Report

The following form is kept virtually and should be completed as such: [Incident Report Form – Fill out form](#)

Please use this form to report any incidents that occur at the Sylvan Lake Municipal Library. This includes accidents, injuries, disturbances, or any unusual events. All information will be kept confidential and used for internal purposes only.

Incident Details

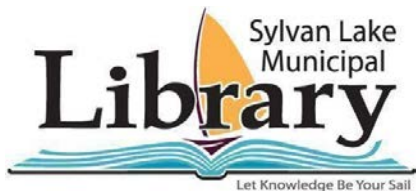
1. **Name of the person submitting the incident:** _____
2. **Date of Incident:** _____
3. **Time of Incident:** _____
4. **Location of Incident:** _____
5. **Type of Incident ***
 - ☐ Injury
 - ☐ Property Damage
 - ☐ Disturbance
 - ☐ Theft
 - ☐ Harassment (verbal or sexual)
 - ☐ Other

6. **Description of Incident ***

People Involved

7. **Names of all Individuals Involved:** _____
8. **Describe any Individuals Unknown (height, weight, age, clothing, etc.)**

9. **Were there any injuries? ***
 - ☐ Yes
 - ☐ No



- 10. Description of injuries? _____
- 11. Describe first aid administered, if any: _____
- 12. Witness Full Name: _____
- 13. Witness Contact Information: _____

Follow-up Information:

- | | | |
|--------------------------|------------------------------|-----------------------------|
| 1. Discussion with staff | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Police Involvement | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Resolution:

Director Signature: _____ Date: _____

Sylvan Lake Municipal Library Staff Driving Agreement

This agreement outlines the responsibilities and procedures for staff members of the Sylvan Lake Municipal Library when conducting Library business outside of Library premises.

Driving requirements

- An employee driving any vehicle for business purposes must:
- Have a valid Alberta class 5 driver's license.
- Drive safely and courteously for their safety, the safety of passengers, and the safety of the public.
- Adhere to the Traffic Safety Act and all associated regulations.
- Follow Library policies, including not driving while under the influence of intoxicating substances. Non-compliance may result in disciplinary action.
- Pay any traffic violation ticket(s) incurred.
- Obtain advance approval from the Library Director for trips outside the Red Deer County catchment area.
- Travel by the most economical means of transportation, at the discretion of the Library Director.
- Provide a fitness for work assessment upon request from the Library Director.

Examination of driver records and requirements

- An employee must maintain a satisfactory driving record, defined as no more than six demerits on a 3-year Driver's Abstract.
- Employees must maintain adequate vehicle insurance that meets the job requirements (To pick collect and/or deliver company products, travel between multiple work sites, drive to various places to meet clients/partners, etc.). It is the employee's responsibility to contact their insurance provider to confirm or acquire necessary coverage.
- The Library reserves the right to request proof of insurance at any time.
- During the recruitment process, candidates required to use a vehicle for Library business will be asked to provide proof of their vehicle insurance.
- During recruitment, employees required to use a vehicle will provide a driver's abstract.
- Post-incident, an employee may be asked for a current Driver's Abstract.
- Lack of a satisfactory driving record may result in termination.
- The Library may request a Driver's Abstract at any time.

Traffic Accident or Vehicle Incident

- In case of an incident, after addressing any medical emergencies, the employee must:
 - Comply with applicable laws, including notifying authorities and documenting the incident.
 - Report the incident to the Library Director as soon as possible.



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- Ensure all reports required by the Worker's Compensation Board are submitted within 24 hours.
- Cooperate during investigations; failure to do so may result in termination.

Inclement Weather

- Employees should use their best judgment regarding driving in inclement weather and dress appropriately.
- The Library will provide the necessary equipment for the safe transport of items to and from the vehicle.

Personal Vehicle for Business Use

- Employees must adhere to driving requirements while using personal vehicles.
- Reimbursement for reasonable expenses is at the Library Director's discretion, including:
 - Increase in personal vehicle insurance for work use (up to \$150 annually).
 - Driver's Abstract costs.
 - Mileage reimbursement as per Board policy.
- Proof of current vehicle registration and insurance (minimum \$1 Million liability) must be provided and maintained in the Personnel File.

Submitting for Reimbursement

- Using the Sylvan Lake Library Travel Expense Form employees will track their mileage and submit the form to the director no more than once a month.
 - All mileage requests must include details of all trip destinations and purposes.
 - All mileage requests must exceed \$25.00 before a cheque will be issued.

By signing below, the employee acknowledges understanding and acceptance of the terms outlined in this agreement.

Employee Signature

Date

Sylvan Lake Municipal Library Occupational Health & Safety (OHS)

Terms of Reference

Mission Statement

The mission of the Sylvan Lake Municipal Library Occupational Health & Safety (OHS) program is to promote and maintain a safe and healthy work environment for all staff and patrons by preventing injuries, illnesses, and hazards through proactive measures and compliance with Alberta OHS legislation.

Purpose

This Terms of Reference outlines the roles, responsibilities, and processes for the OHS Representative and the Employer to ensure workplace health and safety in accordance with Alberta Occupational Health and Safety Act, Regulation, and Code.

Role of OHS Representative

The OHS Representative acts as the primary liaison between workers and the employer on health and safety matters. The Representative supports the three basic rights of workers: the right to know, the right to participate, and the right to refuse dangerous work.

Responsibilities of Employer

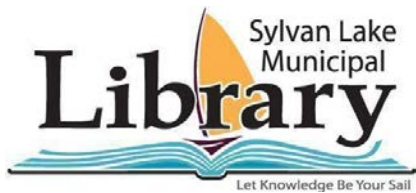
- Provide and maintain a safe and healthy workplace.
- Ensure compliance with Alberta OHS legislation.
- Support the OHS Representative in carrying out their duties, including providing time and resources.
- Address health and safety concerns raised by the OHS Representative promptly.
- Provide access to relevant health and safety information, policies, and procedures.

Responsibilities of OHS Representative

- Conduct regular workplace inspections (at least once every three months).
- Identify and report hazards to the employer.
- Participate in incident investigations when required.
- Promote health and safety awareness among staff.
- Maintain confidentiality of sensitive information.
- Refer unresolved issues to Alberta OHS if necessary.

Inspections & Hazard Reporting

The OHS Representative will complete a workplace inspection at least once every three months using an approved checklist. Hazards identified must be documented and reported to



Health and Safety Policy

the employer for corrective action. Inspection reports will be retained for record-keeping purposes.

Incident Investigation

The OHS Representative will participate in investigations of serious incidents, injuries, or near misses as required by legislation. Findings and recommendations will be documented and shared with the employer.

Training

The employer will ensure the OHS Representative receives mandatory training as required by Alberta OHS legislation. Additional training may be provided to enhance knowledge and effectiveness.

Record Keeping

The employer will maintain records of:

- Workplace inspections
- Incident reports and investigations
- Training records
- Safety recommendations and actions taken

Review & Approval

This Terms of Reference will be reviewed every two years or as required by changes in legislation or workplace conditions. Approved by the Library Director and the OHS Representative on the date indicated below.

Approved by:

Library Director _____, Date _____

OHS Representative _____, Date _____