



BONFIELD PUBLIC LIBRARY

Policy Title: **Health and Safety Policy**

Policy Number: 2014-15

Policy Approval Date: May 5, 2014

Policy Review Date: November 7, 2016

The Bonfield Public Library is committed to maintaining a safe and healthy workplace environment and encouraging employee interest and responsibility for safety. This Policy statement is directed to ensuring the well-being of employees and the undertaking of every reasonable precaution for the protection of our employees, including protection from workplace violence and harassment in accordance with the Ontario Occupational Health and Safety Act and the Ontario Human Rights Act.

To this end, the Library Board is dedicated to reducing the risk of injury and will comply with legislative requirements and with the Health and Safety policies and procedures as set out by the Township of Bonfield, including the Respectful Workplace (Violence and Harassment) policies and programs.

The achievement of health and safety goals demands commitment, active support and involvement of individuals involved with library operations at every level:

- It is the responsibility of each employee to work safely and report all unsafe or unhealthy conditions
- It is the responsibility of contractors and their staff to meet or exceed Township health and safety program requirements
- It is the responsibility of all employees to be committed to furthering their education regarding health and safety

Working together on a foundation of commitment, enthusiasm and effort, the Library is firmly resolved to be successful in the Health and Safety Program which will ultimately contribute to the effectiveness and esteem of the Library's operation.