



**Belleville**  
Public Library &  
John M. Parrott Art Gallery

## **LIBRARY POLICY**

**Policy Title: HEALTH AND SAFETY**

**Reviewed annually**

**Approved by Library Board: 28 February 2023 Policy Number: BPL004**

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The Belleville Public Library Board and Library Management are vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Library Board and Management will ensure a safe, healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The Belleville Public Library Board, as employer, is ultimately responsible for worker health and safety. The Chief Executive Officer of the Library is responsible for ensuring that every reasonable precaution will be taken for the protection of workers.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization.

The Belleville Public Library Board and all employees will maintain a Health and Safety Program in compliance with the Ontario Occupational Health and Safety Act.

### **Accountability**

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

### **Worker Responsibility**

Every worker shall comply with the Occupational Health and Safety Act and has a responsibility to report any and all concerns about Health and Safety to his or her supervisor and / or the Joint Health and Safety Committee.

Every worker must protect his or her own health and safety and that of co-workers by working in compliance with the law and with safe work practices and the policies and procedures established by the Library Board and the Chief Executive Officer.

Contractors working for the Belleville Public Library must work in compliance with the law and with safe work practices and procedures of their industry as well as those established by the Library.

## Health and Safety Program

The Belleville Public Library Board will meet the legal requirements of the Occupational Health and Safety Act and its Regulations through the establishment and maintenance of a Health and Safety Program.

All new employees will receive comprehensive training in safe work practices and be made aware of their rights and responsibilities under the Occupational Health and Safety Act.

The Health and Safety Program shall include a schedule of regular monthly workplace health and safety inspections, to be conducted by the Joint Labour – Management Health and Safety Committee.

## The Joint Labour – Management Health and Safety Committee

The Belleville Public Library Board shall establish and maintain a Joint Labour - Management Health and Safety Committee.

It is the responsibility of the Joint Labour – Management Health and Safety Committee to:

- establish a schedule for regular workplace health and safety inspections
- identify workplace health and safety issues
- identify situations that may be a source of danger or hazard to workers
- make recommendations for the improvement of health and safety in the workplace
- make recommendations for the maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers

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**Approved by the Belleville Public Library Board on 28 June 2022**



Chair, Belleville Public Library Board Date: 28 February 2023



Chief Executive Officer

Date: 28 February 2023



Management Co-Chair,  
Joint Health & Safety Committee

Date: 28 February 2023



Labour Co-Chair,  
Joint Health & Safety Committee

Date: 28 February 2023