



SECTION 6: HUMAN RESOURCES

POLICY 6.15: OCCUPATIONAL HEALTH AND SAFETY

Passed: June 22, 2011

Amended:

6.15.1 Intent

Commitment to a Safe Workplace

6.15.2 Philosophy

The Prince George Public Library Board and the senior management of the Public Library are committed to promoting a safe and healthy workplace and environment for its employees and to establish safe working practices through proper procedures and direction. Safety is everyone's responsibility including Management, supervisors and employees. Should any worker experience an injury or illness every effort will be made to accommodate that worker to ensure his/her attendance at work through the Library's disability program and Occupation Health and Safety Program.

6.15.3 Management

It is the responsibility of Management to establish and maintain adequate standards, policies, procedures, work practices and maintenance of buildings and equipment to provide a safe working environment and for ensuring that Managers and Supervisors are instructed and trained in safe working practices.

6.15.4 Management/Supervisors

It is the responsibility of managers and supervisors to ensure that employees are instructed and trained in safe work practices to secure compliance with established Prince George Public Library policies and procedures, conduct regular safety inspections, take appropriate action and conduct regular staff safety meetings, to report to the Management Team any real or potential safety and health hazards and to conduct accident investigations.

6.15.5 Employees

It is the responsibility of every employee to observe the established Prince George Public Library policies and procedures, to work in a prudent and safe manner and to report any real or potential safety or health hazard to their supervisor.

6.15.6 Health and Safety Committee Members

It shall be the responsibility of Committee members to promote safe work practices and conditions to assist in creating a safe place to work by recommending actions which will improve the effectiveness of the Occupational Health and Safety Program.