Category: Human Resources HR-03
Policy Name: **Health and Safety Policy**
Date Approved: June 27, 2011

Policy:

The Lake of Bays Township Public Library Board (the Board) strives to provide a safe, healthy work environment and to ensure that all work is carried out safely. The Lake of Bays Library Board is committed to a Health and Safety program which is focused on the well-being of the staff, patrons and volunteers. Library management and staff shall follow the Lake of Bays Health and Safety Policies and Procedures.

All employees share the responsibility for providing safe and healthy, public and staff spaces.

The Lake of Bays Township's Policy and Procedures comply with the Occupational Health and Safety Act and Regulations and other relevant legislation and industry guidelines and are combined with the Township of Lake of Bays recommendations of the Joint Health and Safety Committee and local management.

Process:

All supervisors in their area of responsibility are required to enforce these policies in a fair and consistent manner with employees, volunteers and patrons.

All employees accepting employment and volunteers accepting placement with the Lake of Bays Township Public Library Board agree to comply with these policies, procedures and applicable legislation.

Any safety hazard or incident must be reported immediately, using the form in Appendix A, to the responsible supervisor or other management representative whether or not it results in personal injury, property damage or a "near miss". Our management team will investigate and document all reported incidents or hazards to ensure the necessary corrective action is taken.

Employees have a right to know about potential hazards in the workplace and how to control exposure and also have a right to refuse what they consider unsafe or hazardous work. Any employee may participate in the Safety Program by applying to serve on the Township's Joint Health and Safety Committee or recommending how a job may be done more safely.

It is the Board's responsibility, through the CEO and Branch Librarian to inform employees of known health and safety standards and risks. The Board and management of the libraries shall ensure adequate training for staff to ensure familiarity with the Ontario Occupational Health & Safety Act and policies, including but not limited to:

- An annual review of the Board's Health and Safety policy.
- Each library branch shall feature a Health and Safety bulletin board in a prominent location; alternately the branches may rely on the Township bulletin board maintained elsewhere in the building. In either case, it is the Branch Librarians' responsibility to ensure that information and resource materials are current and accurate. All employees and volunteers must be made aware of the location of the bulletin board.
- A copy of the Board policies and login information to access the Township policies shall be lodged within each branch.
- Health and Safety shall be addressed in the performance reviews of the Branch Librarians and any other supervisory staff.
- Health and Safety training is at the Board's expense.

A monthly Health and Safety check of each branch facility is carried out by a member of the Township's Health and Safety Committee and a report is shared with the Branch Librarians, filed at the Township and posted on the bulletin boards. In addition to these monthly checks, the Branch Librarians shall immediately report any concerns which may come to their attention to the Township's Health and Safety Committee. Identified issues will be dealt with in a timely manner by the Township or the Library, depending on the area of responsibility. The CEO will include a Health and Safety item, when appropriate in their monthly report to the Board.

Related Documents
Township of Lake of Bays HR policies

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 27, 2011
Last Review/Revision	February 17, 2026
Year of Next Review	2027

Appendix A: Accident Report Form

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	**Human Resources**	Index No.	HS-4.1(a)
Section:	**Health and Safety**	Effective Date:	Sept. 8/09
Subject:	**Working Instruction # HS-4.1(a)**	Revision Date:	Nov. 26/20
	Accident/Incident Investigation Report	Page:	1 of 3

ACCIDENT / INCIDENT INVESTIGATION REPORT

1. DEPARTMENT	2. MANAGER/SUPERVISOR
3. ACCIDENT/INCIDENT CLASSIFICATION NEAR MISS PROPERTY DAMAGE FIRST AID MEDICAL AID LOST TIME FATAL	
4. NAME OF EMPLOYEE	5. LOCATION OF ACCIDENT
6. DESCRIBE THE INJURY (Parts of Body and Nature): OCCUPATION AT TIME OF INJURY: TOTAL YEARS IN OCCUPATION:	
7. REPORTED BY: TO: HAS THE EMPLOYEE HAD A PREVIOUS SIMILAR INCIDENT? YES NO	8. TIMELINES D / M / Y TIME ACCIDENT: / / REPORTED: / / START OF SHIFT: / / LAST SHIFT WORKED: / / RETURN TO WORK: / /
9. WEATHER CONDITIONS: WAS THE GPS UNIT ON AND WORKING DURING EMPLOYEES SHIFT? YES NO N/A DID THE EMPLOYEE TAKE REGULAR BREAKS (REST, EATING PERIOD)? WHEN? (PLEASE NOTE TIMES)	
10. DESCRIBE THE ACCIDENT, INCLUDING WHAT THE EMPLOYEE AND OTHERS WERE DOING AND/OR WHAT THEY WERE TRYING TO DO. IDENTIFY ANYTHING UNUSUAL ABOUT THE SITUATION.	
11. IDENTIFY THE EQUIPMENT/MATERIAL INVOLVED: (size, weight, damage description)	

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12. LIST AND NUMBER THE EVENTS OR CONDITIONS CONTRIBUTING TO THIS ACCIDENT.

13. WHAT ARE THE UNDERLYING REASONS FOR THESE EVENTS OR CONDITIONS? (based on information provided in # 12 above)

14. WHAT ACTION HAS BEEN / WILL BE TAKEN TO PREVENT RECURRENCE?

15. INJURY LOSS SEVERITY POTENTIAL PROBABLE RECURRENCE RATE

MAJOR SERIOUS MINOR FREQUENT OCCASIONAL RARE

16. SKETCH OF ACCIDENT SCENE (If necessary):

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
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17. WITNESSES

NAME:	NAME:	NAME:
INTERVIEWED? YES NO	INTERVIEWED YES NO	INTERVIEWED YES NO

18. INVESTIGATOR COMMENTS

NAME TITLE DATE

19. GENERAL COMMENTS

NAME TITLE DATE

FOR ALL INJURIES REQUIRING MEDICAL ATTENTION: ENSURE THAT A COPY OF THIS FORM IS RETURNED TO THE CAO/HUMAN RESOURCES DEPARTMENT WITHIN 24 HOURS

INVESTIGATOR SIGNATURE	DATE
EMPLOYEE SIGNATURE	DATE
CAO SIGNATURE	DATE