

Safety Policy

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Highland Public Library

Safety Policy

I. OBJECTIVE

The Safety Policy of Highland Public Library is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace. A copy of the OSHA Safety and Health Standards 1910 are available for all employees use and reference.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the company. The authorization and responsibility for enforcement has been given primarily to the Library Director. The Assistant Director shares in this responsibility as well.

II. POLICY

It is company policy that accident prevention be a prime concern of all employees. This includes the safety and well being of our employees, and patrons, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

III. APPLICABILITY

This Safety Policy applies to all employees of Highland Public Library, regardless of position within the company. The Safety Rules contained herein apply to all subcontractors and anyone who is on a company project site.

Every employee is expected to comply with the Safety Policy, as well as OSHA Health and Safety Standards.

IV. IMPLEMENTATION

This Safety Policy supports four fundamental means of maximum employee involvement:

- A. Management commitment to safety.
- B. Effective job safety training for all categories of employees.
- D. Job hazard analysis provided to all employees.
- E. Audio and/or visual safety presentations given by Library Director.

The Director and Assistant Director will meet regularly to evaluate all areas of safety and make recommendations to the Library Board of Trustees.

V. ADMINISTRATION

The Safety Policy will be carried out according to written guidelines established and published in this and other related procedures. Specific written instructions and assistance will be provided by the Library Director as requested. Each employee will be responsible for meeting all of the requirements of the Safety Policy, and for maintaining an effective accident prevention effort within his or her area of responsibility. Each employee must also ensure that all accidents are thoroughly investigated and reported to the Library Director or Assistant Director on the same day of the occurrence.

VI. REPORTING OF INJURIES

All employees will be held accountable for filling out a "Notice of Injury Form" immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) Employees must report the injury to their supervisor. A casual mentioning of the injury will not be sufficient. Employees must let their supervisor know:

- A. How they think they hurt themselves.
- B. What they were doing at the time.
- C. Who they were working with at the time.
- D. When and where it happened.
- E. Other pertinent information that will aid in the investigation of the incident.

Failure to report an injury immediately (meaning at or near the time of the injury and on the same day of the injury) is a violation of the Safety Policy, and they may result in immediate termination, in accordance with company policy.

VII. NOTIFICATIONS

A. In Case of Serious Injury or Death

After the injured has been taken to the hospital, the supervisor shall notify the Library Director and/or Assistant Director as soon as possible. Statements from witnesses shall be taken. Statements are to be signed by witnesses and should include the time and date. Photographs of the area where the incident occurred and any other relevant items are to be taken. The Library Director will assist in the investigation. The completed accident report form will be shared with the Library Board of Trustees.

B. In Case of Inspection by OSHA Inspector

The supervisor must notify the Library Director or Assistant Director that an OSHA Inspector is onsite. It is the responsibility of all employees to make the inspector's visit of the library as pleasant and timely as possible.

VIII. BASIC SAFETY RULES

- A. Compliance with applicable federal, state, county, city, client, and company safety rules and regulations is a condition of employment.
- B. All injuries, regardless of how minor, must be reported to your supervisor and the Safety Office immediately. An employee who fails to fill out a "Notice Of Injury Form" and send it to the Safety Office can be issued a safety violation notice and may be subject to termination, in accordance with company policy. In the event of an accident involving personal injury or damage to property, all persons involved in any way will be required to submit to drug testing.
- C. All personnel will be required to attend safety meetings as stipulated by project requirements in order to meet OSHA Safety Standards.
- D. Firearms, alcoholic beverages or illegal drugs are not allowed on library property at any time. When drugs are prescribed by a physician, the library director must be informed. The use or possession of illegal drugs or alcoholic beverages on the jobsite will result in immediate termination.
- E. Housekeeping shall be an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- F. Drinking water containers are to be used for drinking water and ice only. Tampering with or placing items such as drinks in the water cooler will result immediate termination. The "common drinking cup" is not allowed. Only disposable cups will be used.
- G. All extension cords shall be checked by a designated competent person each month. This shall be part of the assured grounding program. Cords and equipment that do not meet requirements shall be immediately tagged and removed from service until repairs have been made.
- H. "Horseplay" on the jobsite is strictly prohibited. Running on the jobsite is allowed only in extreme emergencies.
- I. Glass containers or bottles of any kind are not permitted.
- J. Report all unsafe conditions and near accidents to the Library Director so corrective action can be taken.

- K. Warning signs, barricades, and tags will be used to fullest extent and shall be obeyed.
- L. All OSHA Safety Standards will be followed for job processes requiring respiratory protection. *SEE RESPIRATORY PROTECTION PROGRAM.*
- M. All OSHA Safety Standards concerning confined space entry will be followed. *SEE CONFINED SPACE PROGRAM.*

IX. ENFORCEMENT OF SAFETY POLICY

Safety violation notice(s) shall be issued to any employee violating the safety rules or regulations by the Library Director.

- A. Any violation of safety rules can result in suspension or immediate termination.
- B. Any employee receiving three (3) written general violations within a six (6) month period shall be terminated.
- C. Issuance of a safety violation notice for failure to report a job injury (at the time of the injury) may result in immediate termination, in accordance with company policy.

It is understood that Highland Public Library is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the job will be issued and posted as needed.

ATTACHMENT A

JOB SAFETY CHECKLIST

The following Job Safety Checklist has been condensed and edited from the Occupational Safety and Health Act, Part 1926, Construction Safety and Health Regulations.

A. Safety Rules

- _____ Supervisor hold safety meetings as indicated by project requirements in accordance with OSHA Safety Standards.
- _____ Work areas safe and clean.
- _____ Electrical cords and equipment properly grounded and checked by a competent person.
- _____ No use of alcoholic beverages or controlled substances.
- _____ Drug testing of employees involved in accident(s) resulting in personal injury or property damage.

B. Recordkeeping

- _____ OSHA poster "Safety and Health Protection on the Job" posted.
- _____ OSHA " 200 Log or Occupational Injuries and Illnesses" posted during the month of February only.
- _____ Weekly safety meeting sign-in logs maintained in a folder.

C. Housekeeping and Sanitation

- _____ General neatness.
- _____ Regular disposal of trash.
- _____ Passageways, driveways, and walkways clear.
- _____ Adequate lighting.
- _____ Waste containers provided and used.
- _____ Adequate supply of drinking water.
- _____ Sanitary facilities adequate and clean.
- _____ Adequate ventilation.

D. First Aid

- _____ First aid stations with supplies and equipment. The expiration dates of supplies checked monthly. Expired supplies discarded.
- _____ Trained first aid personnel.
- _____ Injuries promptly and properly reported

E. Fire Protection

_____ Fire extinguishers charged and identified.
_____ "No Smoking" signs posted.

F. Hand and Power Tools

_____ Tools inspected.
_____ Tools kept in safe place.
_____ Safety guards in place.

G. Electrical

_____ Computers and cords properly grounded [Ground Fault Interrupters (GFI=s
_____ Cords and equipment not meeting requirements immediately tagged and removed
from service until repairs have been made.

ATTACHMENT B

SAFETY EQUIPMENT CHECKLIST

The following is a list of Safety Equipment that should be in the library, if required, or available from the Library Director at all times. Equipment should be checked at intervals in accordance with the applicable OSHA Safety Standards by the Superintendent to ensure that all required equipment is present and in good condition.

- _____ Fire extinguishers (properly charged).
- _____ First aid kit (check list inside kit).
- _____ Trash barrels.
- _____ OSHA forms posted.
- _____ Company "Safety Policy" packet posted.
- _____ Company "Hazardous Communication Program" packet posted.
- _____ AED
- _____ Plastic gloves
- _____ Antibiotic cleansers

ATTACHMENT D

EMPLOYEE ACKNOWLEDGMENT

I state that I have attended the safety orientation, and have read and received a copy of the Highland Public Library safety rules and regulations.

I further state that I understand these rules and acknowledge that compliance with the safety rules and regulations is a condition of employment. If I violate the safety rules or fail to report an injury to my supervisor immediately, I understand that I am subject to termination, in accordance with company policy.

EMPLOYEE SIGNATURE

DATE

Library Director SIGNATURE

DATE