

**Application to Volunteer at the County of Prince Edward Public Library**

Name:		Age:*(students only)		Phone Number:	
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Street Address:					
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Mailing Address:					
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<b>Education:</b>	<b>High School/GED</b>			<b>University/College</b>	
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	Name:		Name:	
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	Location:		Location:	
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	Years Attended:		Degree/Area of Study:	
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Why are you interested in volunteering at the library?
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If volunteer hours have been assigned for a school or program, please indicate:

Name of School/ Program:			
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Number of Hours:		Date by which hours must be completed:	
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When are you available to volunteer?	Monday : ____ to ____ Tuesday: ____ to ____ Wednesday: ____ to ____ Thursday: ____ to ____ Friday: ____ to ____
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Which branch would you like to volunteer at?	
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References: Please list two people whom we may contact as references for your application, and include contact information. (These should not be relatives, but could be teachers, employers or other community members.)	
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Check to indicate that you have read the health and safety policy (on back)

## **Health and Safety Information**

### **Duties of a Worker, Section 28**

A worker shall:

- Work in compliance with the Act and Regulations
- Use or wear any equipment, protective devices or clothing required by the employer
- Report any known missing or defective equipment, or protective device to the supervisor or employer
- Report any known violation of the Act or regulations to the supervisor or employer
- Not remove or make ineffective any protection device required by the regulations or the employer
- Not use or operate any equipment or work in a way that may endanger any worker
- Not use or operate any equipment or work in a way that may endanger any worker
- Not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

### **HEA- 4: Workers' Rights**

The Act gives three basic rights:

#### **1. *The Right to Participate***

Workers have the right to be part of the process of identifying and resolving workplace health and safety concerns. This right is formally expressed through worker membership on Joint Health and Safety Committees and informally through fulfilling their duties to report unsafe conditions, making suggestions, etc.

#### **2. *The Right to Know***

Workers have the right to know about any potential hazard to which they may be exposed. This means the right to receive training and information on machinery, equipment, working conditions and potentially hazardous substances. The Act and WHIMIS Regulation play an important role in giving workers the right to know.

#### **3. *The Right to Refuse Unsafe Work***

A worker has the right to refuse unsafe work that he or she has reason to believe may endanger him/herself or another worker.

The Act describes the exact process for refusing dangerous work and the responsibilities of the supervisor, JHSC member designated to handle work refusals, and the refusing worker.

For more information: please feel free to ask any library staff person or a member of the health and safety committee member (Barbara Sweet, Kathy Elley, Peggy Leavey, or Liz Zylstra)