

HR 198 Safe Environment Policy

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Policy:

The Library is committed to offering a safe work environment for its employees.

Process:

- When working in remote areas of a branch, on separate floors or behind the scenes, maintain adequate lines of communication with other staff to ensure safety.
- Discuss with co-workers methods of ensuring safety of all in the building when working out of sight of other staff members.
- Ensure that the building is properly secured and no one other than staff is still on the premises before leaving.
- Ensure that the building is in order at the start of each work day.
- Each branch should develop and discuss an emergency plan for their branch. For example, a safe room should be identified, and adequate phones, alarms, lighting etc should be in place. Recommendations should be made to the CEO for any poorly illuminated areas.
- Furniture, etc should be positioned to allow for clear sight lines. Windows should be free of obstacles. Doors should have windows.
- Floors should be obstacle free. An excess of boxes or other flammable materials should not be allowed to accumulate.
- When exiting at night, staff should use the “buddy system”.