



POLICY: <b>Health and Safety</b>		POLICY NO: <b>HR 04</b>
POLICY LEVEL: <b>Library Board</b>	LAST REVIEW / REVISION DATE: December 10, 2024	SCHEDULED REVIEW DATE: December 2025

# Health and Safety

The Stratford Public Library is committed to promoting and providing a safe and healthy work environment that prevents occupational illness and injury for its staff in the workplace. The Library is committed to continually improving its health and safety performance and will strive to reduce or eliminate foreseeable risks by working collaboratively with management, supervisors and staff.

The Stratford Public Library Board delegates the authority to administer procedures and compliance related to health and safety to the Chief Executive Officer per the Board’s policy, Hiring and Management of Employees.

## Responsibility

The Ontario Occupational Health and Safety Act requires employers to prepare and review, at least annually, a written occupational health and safety policy, and to develop and maintain a program to implement the policy.

The Stratford Public Library Board, as employer, is ultimately responsible for worker health and safety. The Library Board and its management will take all reasonable steps to prevent injury and create a safe and healthy workplace.

To achieve this, the Library will include health and safety concerns in organizational activities through ongoing consultation and interaction with the Joint Health and Safety Committee and Health and Safety Representatives. The Board is dedicated to this through ongoing assessments and annual review of the Library’s Health and Safety program.

Supervisors must be accountable for the health and safety of workers under their direct supervision. Supervisors are responsible to ensure that workers are aware of potential or actual workplace hazards and follow established safe work practices and procedures. Workers are to receive training in their work tasks to protect their health and safety before commencement of the job.

Every worker is to protect, and is responsible for, his or her own health and safety by working in compliance with the legislative requirements, safe work practices, procedures, standards, safety rules, and rules of conduct as established by the Library.

It is in the best interest of all levels of the Library to consider health and safety in every activity. Commitment to health and safety is an integral part of this organization, from workers to senior management.

## References:

- Occupational Health and Safety Act
- HR 01 Hiring and Management of Employees

ORIGINAL DATE ADOPTED	March 20, 2007	Review Cycle	Annually
REVIEW/APPROVAL HISTORY	December 9, 2014; November 6, 2018, December 5, 2023, December 10, 2024		

