



Collingwood Public Library

Policy Type: **Human Resources**

Policy Number: **HR – 09**

Policy Title: **Health and Safety**

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The Collingwood Public Library Board and CEO are committed to the establishment of a healthy and safe workplace and to the integration of health and safety practices in all areas of the workplace. The underlying principal of the policy is the responsibility of all personnel in maintaining a safe workplace which is best achieved through consultation and co-operation between management and employees.

Section 1: Legislative Requirements

1. The **Occupational Health and Safety Act (OHSA)** requires those who have any degree of control over the workplace to ensure a safe and healthy work environment.
2. The requirements of the OHSA apply to every worker who is being paid, regardless of the location where the work is performed. If workers work at home and are being paid or are driving and being paid en route, they are covered under the Act.
3. If a paid worker suffers a critical injury, the OHSA requires that the employer must immediately notify the Ministry of Labour Health & Safety Contact Centre and the workplace Health and Safety representative. The employer and the employee health and safety representative (see Section 4) must prepare a report in writing and forward within 48 hours to a director of the Ministry of Labour (Appendix A).
4. The library complies with the OHSA which sets out duties with respect to workplace safety, and materials and equipment in the workplace. Section 25(2) of the OHSA requires employers to prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.
5. **Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training** requires a worker to complete a basic occupational health and safety awareness training program.



Section 2: Rights of the Worker

1. A worker has the following rights:
 - a) to participate in the process of identifying and resolving workplace health and safety concerns,
 - b) to know about potential hazards to which they may be exposed,
 - c) to refuse work that they believe is hazardous to either their own health and safety or that of another worker,
 - d) all other rights indicated in the OHS Act.

Section 3: Responsibilities

1. The Collingwood Public Library Board is responsible for complying with the OHS Act and Regulations and for funding a health and safety program for staff.
2. The board delegates authority to administer and direct health and safety to the CEO.
3. The CEO is responsible for:
 - a) ensuring adherence to the principles of this policy,
 - b) ensuring compliance with all applicable health and safety legislation,
 - c) ensuring training and procedures for effective health and safety program management, including adequate allocation of funds and resources,
 - d) investigating all accidents involving personal injury and reporting incidents to proper authorities when required,
 - e) addressing employee's safety concerns promptly,
 - f) ensuring that health and safety infractions are addressed.
4. Supervisors are responsible for:
 - a) making sure that work is done safely,
 - b) ensuring employees are aware of hazards and how to protect themselves,
 - c) maintaining an orderly and uncluttered work area,
 - d) providing adequate training to employees in order to protect their health and safety,
 - e) investigating refusals to work in the presence of the employee health and safety representative or, in the event that they are not available, a fellow employee.
5. Staff members are responsible for:
 - a) knowing procedures to follow in the case of accidents or sudden illnesses,
 - b) reporting any known hazards to their supervisor,
 - c) reporting any accidents or injuries to their supervisor,

- d) understanding the hazards associated with any materials used by the staff and all relevant safety information regarding their use,
- e) reporting any missing or defective equipment,
- f) maintaining an orderly and uncluttered work area,
- g) operating any equipment in a way that will not endanger any staff member,
- h) knowing the location of the first aid kit,
- i) knowing the locations and use of the fire extinguishers as well as the location of emergency exits,
- j) participating in fire drills and other emergency procedures.

Section 4: Emergency Response Information for Employees with Disabilities

1. In accordance with ***Ontario Regulation 191/11 Integrated Accessibility Standards*** the library will provide individualized workplace emergency response information for an employee who has a disability, if the disability is such that the information is necessary and the library is aware of the need for accommodation due to the employee's disability.
2. With the employee's consent the workplace emergency response information shall be provided to the person designated to provide assistance.
3. The individualized workplace emergency response information shall be reviewed when:
 - a) the employee moves to a different work location,
 - b) the employee's overall accommodation needs are reviewed, and
 - c) the overall emergency response procedures are reviewed

Section 5: Health and Safety Representative

1. The OHSA requires that a workplace with 20 or more employees have a Joint Health and Safety Committee. In 2016, the Town of Collingwood established a Multi-Site Joint Health and Safety Committee with the approval of the Ministry of Labour. In accordance with the OHSA and the Terms of Reference established by the Multi-Site Joint Health and Safety Committee:
 - a) the committee will be comprised of worker representatives who do not exercise managerial functions and management representatives, who do exercise managerial duties,
 - b) at least half of the committee must be comprised of workers, as set out in Section 9(7) of the OHSA,
 - c) worker representation from different departments, including the library, is preferred,
 - d) the library will pay the representatives while carrying out their duties.
2. The Health and Safety Representatives, in accordance with Section 8 of the OHSA will:

- a) identify workplace hazards,
- b) inspect the workplace at least once a month,
- c) be consulted about workplace testing,
- d) make recommendations to the CEO,
- e) investigate work refusals and serious accidents,
- f) maintain a health and safety bulletin board which will include, but not be limited to:
 - i. the most recent version of the Minister of Labour's poster, "**What You Should Know About The Ontario Employment Standards Act**",
 - ii. a copy of the **Occupational Health and Safety Act**,
 - iii. **HR-09 Health and Safety Policy, HR-07 Human Rights – Discrimination and Harassment**, and **HR-08 Prevention of Workplace Violence Policy**,
 - iv. The Workplace Safety and Insurance Board's poster entitled "**In Case of Injury--1234**",
- g) be trained in basic first aid by an accredited agency,
- h) maintain the first aid box which meets the requirements of the Workplace Safety and Insurance Act Regulation 1101 (Appendix B).

Section 6: Working Alone

1. Working alone describes a situation where a person is the only employee in the library, or where the employee does not have direct contact with a co-worker.
2. The CEO must develop a plan for working alone. The plan identifies the occupational hazards, risks, procedures for personal safety, special training, and emergency assistance in the event of an incident where working alone. In addition:
 - a) all employees will be made aware of potential risks and will be trained on procedures when working alone
 - b) employee will not work alone in the library without the prior consent of the CEO
 - c) volunteers and students will not work alone.

Related Documents:

Collingwood Public Library. **HR 08 – Prevention of Workplace Violence**
Collingwood Public Library. **HR 07 – Human Rights: Discrimination and Harassment**
Occupational Health and Safety Act, R.S.O. 1990, chapter O.1
Ontario Regulation 191/11 Integrated Accessibilities Standards s. 27
Ontario Regulation 297/13 Occupational Health and Safety Awareness and Training



Appendix A

Ministry of Labour Health and Safety Contact Centre for Critical Injury

Contact: 1-877-202-0008

A critical injury:

- places life in jeopardy
- produces unconsciousness
- results in a substantial loss of blood
- involves the fracture of an arm or leg (but not a finger or toe)
- results in the amputation of an arm, leg, hand or foot (but not a finger or toe)
- involves burns to a major portion of the body, or
- causes the loss of sight in an eye



Appendix B

First Aid Station Requirements

[Workplace Safety and Insurance Act Regulation 1101](#)

1. Every employer employing more than five workers and not more than fifteen workers in any one shift at a place of employment shall provide and maintain a first aid station with a first aid box containing as a minimum,
 - a) a current edition of a standard St. John Ambulance First Aid Manual;
 - b) 1 card of safety pins; and
 - c) dressings consisting of,
 - i. 24 adhesive dressings individually wrapped,
 - ii. 12 sterile gauze pads, 3 inches square,
 - iii. 4 rolls of 2-inch gauze bandage,
 - iv. 4 rolls of 4-inch gauze bandage,
 - v. 4 sterile surgical pads suitable for pressure dressings, individually wrapped,
 - vi. 6 triangular bandages,
 - vii. 2 rolls of splint padding, and
 - viii. 1 roll-up splint. R.R.O. 1990, Reg. 1101, s. 9 (1).

2. The employer shall ensure that the first aid station is at all times in the charge of a worker who,
 - a) is the holder of a valid St. John Ambulance Standard First Aid Certificate or its equivalent; and works in the immediate vicinity of the box. R.R.O. 1990, Reg. 1101, s. 9 (2).