

Midland Public Library

Policy Type: **Operational**

Policy Number: **OP-19**

Policy Title: **Safety, Security & Emergency**

Initial Policy Approval Date: April 2019

Last Review/Revision Date: 2024

Year of next review: 2028

The Midland Public Library Board is committed to providing a safe and healthy work environment for staff, volunteers and members of the public who use the library. The board also acts to protect library property. The Board, Chief Executive Officer (CEO), and library employees share the responsibility to ensure a safe and secure workplace.

1. The Ontario Occupational Health and Safety Act and Regulations, R.S.O. 1990, c. O.1 (OHSA) imposes a legal duty on employers and on supervisors for ensuring the well-being of workers under their supervision and to take reasonable measures to protect their safety. The board designates the CEO as the supervisor, in accordance with OHSA.
2. The board ensures that funding, time and resources are dedicated to training the staff in safety, security and emergency procedures.
3. The board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the user. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The CEO ensure the Library will have a Health & Safety Committee, which will create safety programs that include procedures, implementation plans, enforcement, and reporting for:
 - a. safe work practices, including WHIMS, ergonomics, harassment, and indoor air quality;
 - b. events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive and dangerous behaviour by individuals, and medical emergencies;
 - c. crime prevention, including theft, vandalism, and drug dealing and/or use;
 - d. disasters that threaten collections, furniture and equipment, including fire and flood.
5. Staff members will enforce the *Library Rules of Conduct* (OP-16) in order to ensure safety and security in the library. Staff members will enlist the help of a security guard when necessary, to ensure safe enforcement of the Library Rules of Conduct.
6. Closing the library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. Technology failure, including but not limited to, internet and Integrated Library Software (ILS) failure are not cause for library closure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library during an emergency or catastrophe.
7. Working alone describes a situation where a person is the only worker in the library, or where the worker does not have direct contact with a co-worker. In such cases, MPL's Working Alone Policy OP-18 should be adhered to.

8. The library cooperates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

Occupational Health and Safety Act, R.S.O., 1990, c. O.1

Midland Public Library OP-17: Working Alone

Midland Public Library OP-16: Library Rules of Conduct