



# Occupational Health & Safety Policy

Approved by: ECRL Management

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## Introduction

The purpose of this policy is to guide and direct all employees to work safely and prevent injury, to themselves and others, within Eastern Counties Regional Library (ECRL).

ECRL is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury

ECRL recognizes the employee's duty to identify hazards and supports and encourages employees to play an active role in identifying hazards and to offer suggestions or ideas to improve the health and safety program.

## Application

This policy applies to ECRL and all of its locations.

## Requirements/Standards

As the employer, ECRL is responsible for the health and safety of its employees. ECRL will make every effort to provide a healthy and safe work environment. It is dedicated to the objective of eliminating the possibility of injury and illness.

- ECRL promises to take all reasonable precautions to prevent harm to workers
- ECRL will, where possible, eliminate hazards and will inform local municipal governments of the necessity to comply with safe building conditions and adequate maintenance of library facilities and grounds as outlined in the Libraries Act.
- ECRL, directly or through management, will co-operate with the Occupational Health and Safety Committee and employees to create a healthy and safe work environment.
- It is the duty of each employee to report to the CEO, the appropriate Supervisor, as soon as possible, any hazardous conditions, injury, accident or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and

instructions as prescribed by ECRL. All employees must be aware of their responsibilities and take precautions to ensure their safety.

## **Accountability**

All employees of ECRL will be trained and held responsible for following this policy. The CEO, the Directors/Supervisors are held accountable for ensuring that employees use safe work practices and receive training to protect their health and safety.

The CEO, and Directors/Supervisors will also have a general responsibility for ensuring the safety of equipment and facilities in partnership with the municipal government(s) responsible for the branch facilities.

The employees of ECRL will be required to uphold this organization's health and safety initiative and to co-operate with the Occupational Health and Safety Committee and with others exercising authority under the applicable laws.

## **Questions?**

If you have any questions or concerns about this policy please contact Laura Emery, CEO, at [lemery@ecrl.ca](mailto:lemery@ecrl.ca) or 902-747-2597.