



## REPORT TO THE LIBRARY BOARD

**MEETING DATE: DECEMBER 16, 2010**

Session:	Public
Subject:	Health and Safety Commitment Statement – Annual Review
Prepared By:	Susanna Hubbard Krimmer, Senior Team
Presented By:	Susanna Hubbard Krimmer
Purpose of Report:	For Decision: Approval <input checked="" type="checkbox"/>

---

### RECOMMENDATION

It is recommended that the London Public Library Board:

- **Affirm the *Health and Safety Commitment Statement*, as presented in Appendix A; and**
- **Receive this report.**

### BACKGROUND & REVIEW

The London Public Library, as an employer, operates under the requirements of the Ontario Occupational Health and Safety Act, R.S.O. 1990, Chapter 0.1 (the "Act"), which requires at least an annual review of the institution's health and safety policies.

Each year the Library Board affirms its commitment to providing a safe and healthy environment for its staff, volunteers and patrons through the affirmation of the high level *Health and Safety Commitment Statement*. The following policies are also reviewed annually by the Board, as required under the Act:

- Workplace Harassment Prevention Policy, and
- Workplace Violence Prevention Policy.

The Library is committed to maintaining a well-developed and responsive health and safety program in the workplace, which includes various policies, procedural documents, guidelines, job aids and a training program. The Library and CUPE 217 work together through the Joint Health & Safety Committee to conduct regular workplace inspections and to monitor and resolve workplace issues. Managers, supervisors and employees are trained in their responsibilities under the Act.

Training programs, procedures and guidelines are available to support staff in these and other areas related to workplace health and safety. Orientation is provided to new staff and ongoing refresher training is provided on a scheduled basis to all staff. In 2010, the Library established September as its Health & Safety training month in order to focus all staff on various aspects of health and safety. The program includes training on fire inspections and evacuation procedures, WHMIS, workplace harassment and violence prevention.

## **NEXT STEPS**

As required under the Act, upon approval, the updated *Health and Safety Commitment Statement* will be posted in all work locations.

Within the Board policy review cycle, 2011-2014, the Administration will be reviewing in more depth the Library's *Health and Safety Commitment Statement*. As a first step in this process, Administration will conduct a preliminary best practices review of the policies of other public libraries and the City of London and bring a report to the Board with recommended assumptions and guiding principles to direct the development of the revised policy.

## LONDON PUBLIC LIBRARY POLICY

Title of Policy: Health and Safety Commitment  
Policy Type: Board Operational Linkage  
Policy No.: OR-L-01

Effective Date: December, 2009

Review: December, 2010

---

The Administration of London Public Library is very committed to the health and safety of all employees and to promoting a safe, enjoyable and healthy work environment.

All employees of the London Public Library, regardless of the role they play within the system, must share this commitment to working safely and reducing risks of injuries to themselves, their coworkers and to the public. It is every employee's responsibility to protect his or her own safety and health by understanding and complying with safe work practices and procedures, as well as the Occupational Health and Safety Act.

The CEO, Directors, Managers and Supervisors must understand their responsibilities under the Act and behave in a manner which sets an example for all staff. Furthermore, employees are provided with the necessary training to enable them to protect their health and safety.

Employees are encouraged to understand their rights and responsibilities under the Act, to identify and assist in resolving unsafe situations or activities, to use equipment safely and to look after their own health and well being by exercising common sense and good judgement in the workplace.

Working together, we can ensure that the health and safety of employees continues to be an integral part of our organization.

Susanna Hubbard Krimmer  
On behalf of the Senior Team  
December, 2010

### **DOCUMENT CONTROL:**

Approved: December, 2009  
Reviewed: December, 2010