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# Occupational Health & Safety

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All employees of the Library have a right to work in a safe and healthy environment. The Board and management are committed to providing and maintaining the necessary resources and will work with employees to promote a comprehensive Occupational Health and Safety Program.

Our program will comply with regulatory requirements and will be regularly reviewed to ensure ongoing effectiveness. We will be proactive to identify hazards and responsive to implement preventive actions.

Managers have overall responsibility for the Occupational Health and Safety Program, the development of safe work practices and the provision of the safe work environment, equipment, training and supervision. Managers will also ensure appropriate and timely action to rectify deficiencies.

Branch Heads and supervisors have direct responsibility for employees and the workplace and will ensure that work is planned with safety in mind, hazards are eliminated or sufficiently controlled and employees follow safe work practices.

Employees are responsible for learning and following safe work practices, reporting hazards to their supervisor and only performing work when it is safe to do so.

By working together and sharing these responsibilities, the Library will maintain a healthy and safe workplace.

**Approved by the Greater Victoria Public Library Board:**

**June 26, 2001**

**Reviewed by the Policy & Program Development Committee:**

**February 17, 2009**

**Amended by the Greater Victoria Public Library Board:**

**February 24, 2009**