

POLICY: **OCCUPATIONAL HEALTH AND SAFETY**

POLICY #: **B-OHS-01**

COMMITTEE:	Human Resources	PASSED:	13 May 2010
TOPIC:	Occupational Health and Safety	AMENDED:	26 March 2015
		REVIEW PERIOD:	As required.

PURPOSE

All employees of the Library have a right to work in a safe and healthy environment. North Vancouver District Public Library is committed to establishing, promoting and maintaining health and safety in the workplace. It recognizes that the management, supervisors and employees share the responsibility to ensure a safe and healthy workplace. The Library believes that through education programs, investigations of problems and joint resolution of those problems, workplace safety will be enhanced.

The North Vancouver District Public Library Board and management are committed to providing and maintaining the necessary resources and working 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.

ROLES AND RESPONSIBILITIES

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

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

Employees are responsible for learning and following safe work practices, reporting hazards to their supervisor, wearing protective equipment where required, and only performing work when it is safe to do so. They are also responsible for complying with all legislative and library policies and procedures established to ensure a safe and risk-free workplace.

The Library's Joint Occupational Health and Safety Committee's focus is employee health and safety. The committee is responsible to work together with the employer and employees to:

- Create and promote a safe workplace through information, education and example

- Identify, investigate and resolve health and safety problems or risks
- Promote and ensure compliance with the Workers Compensation Act and Occupational Health and Safety (OHS) Regulation
- Document and communicate health and safety commitments, policies and practices
- Ensure the Employer is informed of workplace safety issues and provide recommendations for the resolution of health and safety matters.

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