



## Safety, Security & Emergency Policy

Policy Number: 17-00

Policy Approval Date: April 10, 2017

Policy Review Date: April 2020

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### Definitions

*Annex:* 1 Minerva St. E. Huntsville, ON, P1H 1W4

*Library:* 7 Minerva St. E., Huntsville, ON, P1H 1W4

*Mission Statement:* To provide accessible services, programs, collections and spaces designed to inspire and enrich the community.

### Policy

The Huntsville Public Library Board is committed to providing a safe, secure and healthy work environment for staff, volunteers, and Library users. The Board also acts to protect and secure Library property.

The Board, CEO/Chief Librarian, and the Library staff share the responsibility to ensure a safe and secure space for all.

The Board requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the library users. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.

All Board members, staff and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.

The Board ensures that funding, time and resources are dedicated to training the staff, Board members and volunteers in safety, security and emergency procedures.

The CEO/Chief Librarian and the Library H&S Committee in coordination with the Town of Huntsville, as per the *Town of Huntsville H&S Policy*, develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for:

- a) Safe work practices, including WHMIS, ergonomics, working alone, 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 behavior 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.

The Library H&S Committee is composed of the CEO/Chief Librarian, 1 Full Time Staff Member and 1 Part Time Staff Member.

Staff members will enforce the *Library Code of Conduct Policy* in order to ensure safety and security in the Library.

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/Chief Librarian as the supervisor, in accordance with *OHSA*.

Closing the Library may be necessary in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO/Chief Librarian or designate in consultation with the CEO/Chief Librarian will determine when to close the Library during an emergency or catastrophe.

## Related Documents

Town of Huntsville H&S Policy

Town of Huntsville Human Resources Policies and Procedures

HPL Human Resources Management Policy

HPL Working Alone Policy

HPL Procedures: examples

- Adverse Weather Conditions – Extreme Heat & Cold
- Power Outage
- Security

HPL Video Surveillance Policy

HPL Safety & Security Plan

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

## History

Approved by the Board November 10, 2017 | Motion 14-77