

# West Perth Public Library

---

## Safety, Security and Emergencies

### Purpose

West Perth Public Library is committed to providing a safe and healthy environment for all who use the Library. The Board acts to protect the Library property, and the Board and Library staff share the responsibility to ensure a safe and secure workplace.

### Responsibility

The *Ontario Occupational Health and Safety Act* (OHSA) and Regulations impose a legal duty on employers and supervisors to ensure the wellbeing of workers under their supervision, and to take reasonable measures to protect employee and public safety.

1. The Library Board:
  - a. designates the CEO as the Supervisor in accordance with the OHSA;
  - b. ensures that resources are dedicated to training the staff in safety, security and emergency procedures;
  - c. requires each individual staff member to take responsibility for his or her own health and safety, as well as that of the patrons. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
  
2. The CEO is responsible for the Library's safety plans, including procedures, implementation, enforcement and reporting for:
  - a. disasters such as fire and flood that threaten the Library's collections, furniture and equipment;
  - b. events which would compromise the safety and health of the staff and public, including harmful, abusive or dangerous behaviour by individuals, medical emergencies and bomb threats;
  - c. crime prevention, including theft, vandalism and drugs;
  - d. safe work practices, including staff work schedules that strive to ensure a minimum number of staff members working together at all times.
  
3. The CEO or designate will determine when to close the Library during an emergency. The primary consideration in making the decision to close the Library is the safety of all persons in the building and on the property.

## **Related Documents:**

West Perth Public Library Policy. *Health and Safety.*

West Perth Public Library Policy. *Prevention of Workplace Violence.*

West Perth Public Library Policy. *Workplace Discrimination and Harassment.*

Municipality of West Perth. *Employee Policy Manual.*

Municipality of West Perth. *Health and Safety Manual.*

Government of Ontario. *Ontario Occupational Health and Safety Act.*

Government of Ontario. *Public Libraries Act, R.R.O. 1990.*

---

**Issued:** October 2015

**Revised:** February 2021