

## **Topic: Workplace Health & Safety**

### **7.3 Health and Safety Procedures**

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Signature of Board Chairperson (and Date):

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### **Appendices**

1. Computer Ergonomics: Workstation Layout and Lighting
2. Rest Breaks for Computer Operators
3. Back Safety & Lifting Techniques

## Health & Safety Policy and Procedures Document

The following policies and procedures document has been designed to provide a safer workplace for the library staff in the Apsley Library located at 175 Burleigh St., Apsley and the Woodview Library located at 66 Northey's Bay Road.

Although this document is intended to set a standard and provide direction, there are other general duties that go beyond the scope of this document. Therefore, all employees are reminded of the following:

1. Good judgment and common sense are individual tools that should be utilized at all times.
2. You have the right to refuse unsafe work. If this situation occurs inform your Supervisor immediately
3. You have the responsibility to follow safety procedures and wear any personal protective equipment that may be required.
4. You have the responsibility to inform your Supervisor of any unsafe circumstances or working conditions.
5. Check the Health & Safety Bulletin Board regularly.

Ideas and suggestions to improve this document are encouraged.

I have read and understood the NKPLB Health & Safety Policies and Procedures for the NKPL.

Name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Additional Information may be obtained from the following sources:

### Health & Safety Bulletin Board in the Library

- Health & Safety Act (Green Book)
- Material Safety Data Worksheets

Ontario Ministry of Labour Website: [www.labour.gov.on.ca](http://www.labour.gov.on.ca)

Workplace Safety & Insurance Board Website: [www.wsib.on.ca](http://www.wsib.on.ca)

## Minimum standards are basic safety rules

All staff are required to comply with the Occupational Health and Safety Act of Ontario and the Health and Safety Policy of the NKPLB and will carry out their work in a safe manner. Specific minimum standards include, but are not limited, to the following:

1. Any person who is impaired by the use of alcohol or drugs shall not be permitted to work.
2. Unsafe conditions or operations shall be reported **immediately** to the Supervisor.
3. No person shall endanger the safety of themselves or any other person.
4. No person shall remove or otherwise make ineffective, any safety device.
5. All employees shall be familiar with the telephone numbers of emergency services, such as ambulance, fire and police (911).
6. All employees will know where First Aid Kits are located.  
(First Aid Kits: in the kitchen of each library)
7. In the event of an accident occurring involving **\*critical injury**, the accident scene shall be preserved until after the accident has been investigated by authorized personnel (Supervisor).
8. Disorderly conduct such as horseplay, fighting and rowdyism during working hours will be subject to disciplinary action.
9. Garbage, rubbish and waste, etc. shall be placed in containers provided for this purpose.
10. Passageways shall be kept clear of obstructions and good housekeeping must be maintained at all times.
11. All work areas, entrances and exits shall be adequately illuminated.
12. "DANGER" signs shall be posted in sufficiently prominent locations to warn of uncontrollable hazards.
13. Material will not be left in such a manner as to contribute to a "falling hazard" situation.
14. All electrical equipment must be considered "alive" until such time as it is pronounced de-energized.

15. No person will work in any area where other work is being performed overhead, unless relevant safety precautions are taken.
16. File cabinet drawers shall be kept closed when not in use. Open only one drawer at a time. Make sure that drawer is fully closed before opening another drawer.
17. Blades of guillotine paper cutters will be locked in a closed position when not in use.
18. Paper shredders, folding machine, photocopier, printers and other electrical equipment will be unplugged before attempting to clear jams.
19. Smoking is not permitted in any branch of the NKPL.

**\*Definition of Critical Injury**

(Definition from: Accident/Incident Procedure Attached to Health & Safety Policy)

For the purpose of the Act and the Regulation, “critically injured” means an injury of a serious nature that;

1. Places life in jeopardy.
2. Produces unconsciousness.
3. Results in substantial loss of blood
4. Involves the fracture of a leg, arm, hand or foot, but not a finger or toe.
5. Involves the amputation of a leg, arm, hand or foot, but not a finger or toe.
6. Consists of burns to a major portion of the body.
7. Causes the loss of sight in an eye.

## **General Housekeeping**

### **Hazards:**

Trips, slips, fire, health hazards, puncture wounds, emergency exit problems.

### **Hazard Control:**

1. Fire extinguishers and exit doors shall be kept free of obstructions.
2. Keep aisles, halls or passageways clear. Clean-up any spills or loose materials.
3. Use containers provided to dispose of paper, scrap, garbage, recycling etc.
4. Keep storage areas doors closed.
5. Keep walkways clear of obstructions.

## **Kitchen use**

### **Hazards:**

Burns, cuts, trips, slips, health hazards, electric shock, fire.

### **Hazard Control:**

1. Ensure all spills either on the counter or on the floor are wiped up.
2. Ensure all aspects of stove, microwave, kettle, coffee-makers, etc. are turned off when not in use. Ensure coffee pots and kettles are unplugged at the end of the day.
3. Check the refrigerator and freezer regularly to ensure that you haven't left anything past its prime causing it to become toxic.
4. Use caution when utilizing various cleaning products and do not mix them.
5. Be familiar with the Material Safety Data Sheet (MSDS) for products used.  
(Located in the kitchen)
6. Ensure all cupboards and drawers are closed after use.
7. Ensure cords to all electrical appliances (i.e. kettle, toaster) are intact and not frayed in any way. Watch out for dangling cords.
8. Use caution when utilizing sharp instruments (i.e. knives, forks).
9. Be wary of hot items, especially steam from items heated in the microwave. Watch that items heated in the microwave do not erupt causing hot liquid or steam to burn you.

## Office ergonomics and video display terminals

### Hazards:

Musculoskeletal disorders, visual fatigue, discomfort, headaches, pains and strains.

### Hazard Control:

The North Kawartha Library Board recognizes the importance of ergonomics in reducing the work-related hazards set out above.

There are numerous sources of information available. For your convenience attached to this document as an Appendix is a copy of the ***“Provincial Health and Safety Guidelines Computer Ergonomics: Workstation Layout and Lighting”***. Staff are encouraged to complete the checklist on the last page of this document to ensure their workstation and all components of their workstation (ie. lighting, video display terminal, computer etc.) meet the requirements. Also attached as an Appendix is a copy of ***“Rest Breaks for Computer Operators”***

When Staff are working for extended periods of time at a computer workstation they are permitted to take five minute breaks every hour away from computer use and perform an alternate task dissimilar from computer work such as filing, general housekeeping etc... These five minute breaks are not to be accumulative. Regular lunch hours, breaks, or leaving the office for pick up/delivery of items also count as a five minute rest break.

Staff are required to immediately contact the CEO/Librarian if they have any concerns or questions related to Computer/Workstation Ergonomics or any requirements specific to the individual.

## **File Cabinets**

### **Hazards:**

Bumps, bruises, falling materials, muscle and back strain.

### **Hazard Control:**

1. Open one drawer at a time and close after use.
2. Do not leave file drawers open if leaving the area – even for a few seconds.
3. Close cabinets with the hand, not by bumping with the body or applying the foot.
4. Do not climb on open file drawers. Use proper stool or small step ladder for reaching high drawers.
5. Proper lifting techniques shall be used at all times.
6. Ensure filing cabinets are level to prevent them from tipping over or bolt them to the wall if necessary.



## **Shelving**

### **Hazards:**

Falling materials, sharp edges, unstable shelves, obstructed aisles or exits.

### **Hazard Control:**

1. Secure all materials stored in tiers to prevent sliding, falling or collapse.
2. Store all projecting materials above eye level.
3. Store heaviest materials on lower shelves.
4. Segregate materials that may create a fire hazard.
5. Do not overload shelves.
6. Do not climb on racks or shelves.
7. Use an appropriate stool, in good working order, to place items on higher shelves
8. Check frequently and report any hazards or deficiencies to your Supervisor who will establish maintenance procedures as required

## 9. Lifting and Handling

### Hazards:

Injuries, i.e. backs, muscles, fingers, toes, cuts, bruises, sprains and strains.

### Hazard Control:

1. Bend your knees and keep your back as straight as possible. Do not twist from the waist when handling a load.
2. Make sure you have a firm grip on the object. If an object is too heavy for you do not attempt to lift it and arrange for help.
3. Position your feet for balance. Place them one ahead of the other, about shoulder width apart. Use your leg muscles, keeping the back as straight as possible.
4. Do not over-strain the body with jerking or jolting movements.
5. Keep your arms and the object close to your body. Have a clear view and clear footing – when moving objects.

Attached for your further information, as an Appendix to this document, is a copy of “**Back Safety & Lifting Techniques**”. This document provides a visual aid.

## **Electrical Equipment**

### **Hazards:**

Electric shock, burns, fire.

### **Hazard Control:**

1. No one is permitted to make changes in wiring or perform any electrical repair work. A qualified electrician must be called in.
2. Report electrical trouble or defective equipment immediately.
3. Do not use frayed extension cords. Use only 3 prong cords. Do not repair extension cords.
4. Never use "piggyback" sockets. Power bars are to be used.
5. Never spray water on electrical equipment.
6. Only dry powder fire extinguishers (rated Class C) can be used on an electrical fire.

## **Hazardous Materials**

### **Hazards:**

Exposure to chemicals; health hazards include immediate skin and eye injury, development of chronic conditions due to long term exposure; fumes, vapours may cause nausea or unconsciousness.

### **Hazard Control:**

1. All chemicals (e.g. cleaning materials, photo copier toner, “white out”) is to be used and stored accordingly to manufacturer’s guidelines or Material Safety Data Sheets (MSDS).
2. Wear protective equipment as required (e.g. protective gloves, closed shoes).
3. Do not mix any chemicals including bleach with other chemicals. Hazardous fumes and/or gases may result.
4. Keep storage area clean and free from obstructions.
5. Keep storage area doors closed at all times.
6. All employees must be aware of and know the location of MSDS sheets (located in the kitchen area)

## Emergency Procedures for North Kawartha Library Employees

### In Case of Fire

1. Remain Calm
2. Immediately warn others by shouting "Fire, Fire" or by paging a warning over the phone system if a phone is nearby. Dial 911 from a safe location.
3. If you can put the fire out safely, then do so, if not proceed to evacuate.
4. Close all windows and doors in your area, turn off electrical equipment, gather important personal belongings, if in the immediate vicinity and can be easily carried, and leave the building immediately by way of the nearest exit. Walk, Don't Run
5. On your way out, help others who may require assistance.
6. The CEO/Librarian or the employee next in authority in the Library's organizational structure is to ensure that the building is evacuated. Remember to include a check of washrooms and storage areas.
7. Proceed to the nearby designated evacuation location (Sign at front of buildings) where the CEO/Librarian or alternate will make certain that all employees are accounted for.
8. Do not return or enter the workplace until you are directed to do so by the fire official or other personnel in charge.

If you encounter smoke in the passage way, use an alternate exit

Fire Alarms and Carbon Monoxide Detectors are located in both Branches.

**All employees are required to be familiar with the location of exits and fire extinguishers.**

#### **Location of Fire Extinguishers:**

- 1) next to exit doors in both branches.
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