

	Workplace Health & Safety	Policy #: HR-07
		Policy type: Human Resource
		Approved Motion: 2026-14
		Review Date: 2027

PURPOSE

The purpose of this policy is to affirm the Ramara Township Public Library’s commitment to the health, safety, and well-being of its employees. This policy outlines the responsibilities and expectations for maintaining a safe and healthy workplace and ensures that all reasonable efforts are made to prevent workplace injuries, illnesses, and hazards. By fostering a culture of safety and compliance with legislative requirements, the library aims to create a proactive and informed work environment where health and safety are integral to all operations.

SCOPE

This policy applies to all employees of the library, including full-time, part-time, temporary, and contract staff. It also extends to volunteers while they are working on behalf of the library. The policy is applicable to all library premises and work-related activities, whether on or off site.

POLICY STATEMENT

The Library is committed to the health and safety of its employees and volunteers. The Library will make every reasonable effort to provide a safe and healthy work environment. All workers will and must be dedicated to the continuing objective of reducing injury and health risk.

The Library, as an employer, is ultimately responsible for workers’ health and safety and will take every reasonable precaution for the protection of all workers.

All roles with supervision capacity, including the CEO, will be held accountable for the health and safety of all workers under their supervision. Every supervisor role, whether temporary or permanent, must work in compliance with legislative requirements and the safe worker practices and procedures as established by the Library.

Employees will receive adequate training in their specific work tasks to protect their health and safety. Employees will continue to be trained throughout their careers to help maintain a healthy and safe workplace.

It is in the interest of all parties to consider health and safety in every activity.

HEALTH AND SAFETY REPRESENTATIVE

The Occupational Health and Safety Act (OHSA) states that organizations between 1 to 5 employees are not required to have a Joint Health and Safety Representative nor a Health and Safety Representative. However, the Library is committed to ensuring the health and safety of the employees and will have an employee, nominated and voted for by the employees, assigned as the representative to report, address, and ensure compliance with legislation. If a vote is inconclusive or there are no volunteers, the CEO will have the power to then assign the role of Health and Safety Representative to an employee.

DOCUMENTS

The Library will have a bulletin board which will clearly be displayed and accessible to all workers with required health and safety documents as outlined by the *Occupational Health and Safety Act (OHSA)*.

Further, health and safety policies, procedures, and forms will be available digitally as well as in-print by request.

TRAINING

Onboarding health and safety training is provided by the Township of Ramara's Human Resource Department and is continued by the Library. Ongoing training is the responsibility of the Library CEO to ensure compliance with Legislation and ongoing education to foster a safe working environment.