



Safety, Security, and Emergency

Policy

The Haliburton County Library Board is committed to providing a safe and healthy work environment for staff, volunteers, and members of the public who use or frequent the Haliburton County Public Library. The Haliburton County Library Board also acts to protect property. The Haliburton County Library Board, Chief Executive Officer (CEO), and all HCPL employees share the responsibility to ensure a safe and secure environment for everyone affiliated with HCPL including staff and the public.

Procedure

- 1) 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 Haliburton County Library Board designates the CEO as the supervisor, in accordance with OHSA.
- 2) The Haliburton County Library Board ensures that funding, time, and resources are dedicated to training the staff in safety, security, and emergency procedures.
- 3) The Haliburton County Library Board requires each individual staff member to take responsibility for their own health and safety, as well as that of the library patrons. Each person will take initiative on health and safety issues and will work to solve problems and make improvements on an ongoing basis.
- 4) The CEO, in conjunction with trained Joint Health & Safety team members, develops safety programs that include procedures, implementation plans, enforcement, and reporting for:
 - a) Safe work practices, including WHMIS, ergonomics, working alone, harassment, and indoor air quality.

Haliburton County Public Library Policy Manual

Policy Type:	Procedural
Policy Number:	PRO-03
Policy Name:	Safety, Security & Emergency
Original Adoption Date:	2013-05-08
Policy Current Approval:	2022-06-09
Next Review:	2024



HALIBURTON COUNTY
PUBLIC LIBRARY

- b) Events that compromise the safety and health of staff and the public, including bomb threats, harmful, abusive, and dangerous behaviour 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.
- 5) In the event of extreme weather or power failure the staff on duty will determine the necessity of closure in consultation with the Library Administrative centre. If the Administrative centre is closed, the staff member will contact the designated administrative staff member on call to recommend and discuss a closure.
- a) Power failure – Wait 30 minutes, if the power has not been restored, post a sign stating the reason for closure and alternate locations available.
 - b) Extreme weather – The primary consideration is safety. In the event or severe weather, post a sign stating the reason for closure and alternate locations available.
 - c) Health and safety concerns under OHSA.
- 6) Procedures developed under the County of Haliburton Policies and Procedures Manual - Working Alone Policy HS-27, approved August 20, 2008 by County Council W-285 2008, will be followed by the Haliburton County Public Library.

Appendix

Notice of Trespass Form

Related Documents

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

County of Haliburton Policies and Procedures Manual - Working Alone Policy HS-27

Haliburton County Public Library Policy Manual

Policy Type:	Procedural
Policy Number:	PRO-03
Policy Name:	Safety, Security & Emergency
Original Adoption Date:	2013-05-08
Policy Current Approval:	2022-06-09
Next Review:	2024