



## **London Public Library**

### **Health and Safety Commitment & Policy**

**Effective:** December 2025

**Next Review:** December 2026

#### **PURPOSE:**

The Health and Safety Commitment & Policy is a written statement of intention indicating to all employees of the London Public Library (Library) that health and safety is a top priority for the workplace and that it is the shared responsibility of all as per the Ontario Occupational Health and Safety Act (OHSA) and the Internal Responsibility System (IRS) prescribed within.

#### **COMMITMENT:**

The Library is committed to promoting a safe, healthy and enjoyable work environment. Health and Safety is the responsibility of all employees, and we will work together to mitigate risk. We are committed to fostering the development of a safety consciousness in all employees and members of the Library community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities.

#### **POLICY STATEMENT:**

The Library Board and Management Team recognize that the administration of health and safety is paramount to the wellness and protection of Library employees and commit to creating and maintaining safe workplaces and complying with all applicable occupational health and safety legislation and other related federal, provincial and municipal requirements.

All employees of the Library, regardless of their role, must understand their rights and responsibilities under OHSA. This includes identifying and assisting in resolving unsafe situations or activities, using equipment safely, and address their own health and safety by understanding and complying with safe work practices and procedures established by the Library. The Library will provide employees with the necessary training to enable them to protect their health and safety.

The CEO, Directors, Managers and Supervisors will have a full understanding of their responsibilities, will be fully accountable under the Act, and will behave in a manner which sets an example for all staff. The Library will support them in this role.

Working together within the IRS, we will ensure that the health and safety of all employees continues to be an integral part of the Library's culture.

This would include:

- Establishing, implementing and maintaining health and safety policies, programs, procedures, and guidelines, as essential elements of the Occupational Health and Safety Management System
- Communicating to employees their responsibilities within the Occupational Health and Safety Management System which include an obligation to conduct their activities in a healthy, safe and responsible manner
- Continually improving the Library's health and safety performance by maintaining risk assessments and setting occupational health and safety objectives and targets with the goal of preventing workplace injuries/illnesses, property damage and loss

The Library, as an employer, operates under the requirements of OHSA, which requires at least an annual review of the institution's health and safety policies.

Each year the Library Board affirms its commitment to providing a safe and healthy environment for its employees, volunteers and patrons through the affirmation of the *Health and Safety Policy* and an annual review of related policies and procedures as required under OHSA.

Directors, Managers and Supervisors must ensure that all workplace hazards are identified, controlled and monitored, and that employees work in compliance with legislation, policies, programs, procedures and guidelines.

Employee participation is critical to the IRS. They must protect their own and each other's health and safety by reporting hazards to their Manager/Supervisor and/or Joint Health and Safety Committee, participate in training, and working in compliance with legislation, policies, programs, procedures, and guidelines.