

WORPLACE SAFETY POLICY

- A. All on-the-job injuries, regardless of how minor, must be reported to the Library Director or his or her designee immediately. The Director or his or her designee will complete an Incident Report form and take whatever steps are deemed appropriate depending on the nature of the employee's injury.
- B. Firearms and illegal drugs are not allowed on library property at any time. Alcohol is permitted only for board-approved functions. Permits must be obtained if appropriate.
- C. Housekeeping, particularly to avoid hazardous conditions for patrons and employees, is an integral part of every job. Supervisors and employees are responsible for keeping their work areas clean and hazard-free. Clean up is required when a job is finished at the end of the day.
- D. Report all unsafe conditions and near accidents to the Library Director or his or her designee so that corrective action can be taken.

Adopted August 2015