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# St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-13**

Policy Title: **Safety, Security and  
Emergencies Policy**

Policy Approval Date: **January 2020**

Policy Review Date: **April 2023**

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## 1. Objective

- 1.1 The Library is committed to providing a safe and secure environment for staff, volunteers and the public. The St. Marys Public Library is committed to providing a safe and healthy work environment for anyone using the facility.

## 2. Policy Statement

- 2.1 This policy recognizes that the Library Board, Chief Executive Officer, staff share a responsibility to ensure a safe and secure workplace.

## 3. Duty to Protect

- 3.1 The *Ontario Occupational Health and Safety Act and Regulations*, R.S.O. 1990, c. O.1 (OHS) imposes a legal duty on employers and on supervisors for ensuring the wellbeing of workers under their supervision and to take reasonable measures to protect their safety. The Board designates the Chief Executive Officer as the supervisor, in accordance with OHS;
- 3.2 The Chief Executive Officer is responsible for taking all reasonable steps to:
- Ensure the physical protection of Library staff, volunteers and users;
  - Protect the building, its contents, and its immediate surroundings;
  - Minimize loss and damage to the building, the collections, furniture, and equipment; and
  - This responsibility includes, but is not limited to, the development and integration of protection programs for fires, floods, earthquakes, and other disasters.

## 4. Plans, Procedures and Preparation

- 4.1 Further to 3.2, the Chief Executive Officer, with support from the Health and Safety Worker Representative develops safety programs that include procedures, implementation plans, enforcement and reporting for:
- Safe work practices, including WHIMS, ergonomics, violence and harassment, and indoor air quality;
  - 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;
  - Crime prevention, including theft, vandalism, and drug dealing and/or use; and
  - Disasters that threaten collections, furniture and equipment, including fire and flood.

- 4.2 The Chief Executive Officer, in conjunction with the Fire Prevention Officer, ensures a fire safety plan is in place for the Library. Additionally, the St. Marys Public Library will undergo at minimum one (1) fire drill annually;
- 4.3 Disaster preparedness plans for technology are assessed every four (4) years in conjunction with the Technology Plan evaluation;
- 4.4 The Chief Executive Officer is responsible for providing staff the tools to be successful in the event of an emergency. This includes training in emergency closing and evacuation, first aid/CPR training, fire safety training and extreme weather events;
- 4.5 The Board directs the Chief Executive Officer to develop, assess and implement a working alone policy and plan, to be implemented when a person is the only worker on the main or second floor of the Library;
- 4.6 The policy and plan referred to in section 4.5 will identify the occupational hazards, the procedures for personal safety, special training, and securing emergency assistance in the event of an incident when working along.
- 4.7 Further to 4.6, Library staff will:
  - a. Be made aware of potential risks and will be trained on procedures when working alone; and
  - b. Will not work alone in the library without the consent of the Chief Executive Officer.
- 4.8 No volunteer or student will work alone;
- 4.9 All staff members will enforce the *Staff Code of Conduct Policy* and the *Public Code of Conduct Policy* to ensure safety and security in the Library; and
- 4.10 In accordance to *Ontario Regulation 191/11 Integrated Accessibility Standards* all emergency procedures, plans or public safety information will be made available to the public in an accessible format or with appropriate communication supports, upon request.

## **5. Closures and Non-Closures of the Library**

- 5.1 In the event of extreme weather or power failure, the Chief Executive Officer will determine the necessity of closure. If the Chief Executive Officer is unavailable, the most senior position staff member will phone and leave a message explaining the situation, as well as e-mailing the Chief Executive Officer with the particulars of the closure.
- 5.2 In the event of a power failure, staff will wait 30 minutes. If the power has not been restored, a sign will be post stating the reason for closure and the building will be evacuated;
- 5.3 In the event of extreme weather, the primary consideration is safety. A sign will be post stating the reason for closure and the building will be evacuated if it is safe to do so;
- 5.4 Closing the library may be necessary in emergencies or catastrophes other than those covered in 5.2 and 5.3. The Chief Executive Officer will make the determination if the Library will be closed for any additional emergencies or catastrophic events; and
- 5.5 The Library will not be closed for technology failure.

## **6. Related Documents**

*Public Libraries Act*, R.S.O.1990, c. P44  
*Occupational Health and Safety Act*, R.S.O. 1990, C.O.1  
*Accessibility Policy*, St. Marys Public Library Policy  
*Public Code of Conduct*, St. Marys Public Library Policy  
*Staff Code of Conduct*, St. Marys Public Library Policy  
*Staff Handbook, Workplace Discrimination and Harassment Plan* St. Marys Public Library  
*Staff Handbook, Workplace Violence and Sexual Violence Program* St. Marys Public Library  
*Respect in the Workplace Policy*, Town of St. Marys

## **7. History**

Date of Latest Board Approval: January 2020

Date(s) of Revision(s): June 2008, June 2012, December 2012, April 2016, January 2020

Date of next scheduled review: April 2023