

## Hooksett Library Safety Policy

Hooksett Library is governed by the Library Board of Trustees as stated in NH RSA 202-A, although the Hooksett Library continues to fall under town governance in areas covered by the NH Department of Labor. As such, the library is covered by the Town of Hooksett Joint Loss Safety Committee. As a member of the town and to represent the library's good faith effort in this area, the library will maintain a member of staff on the town Joint Loss Safety Committee.

The goal of the safety program of the Hooksett Library is to convey to all employees the importance of their participation in a safe workplace. Only through the joint commitment on the part of management and employees can workplace accidents and injuries be reduced or eliminated. Employees should be encouraged to not only work safely and report unsafe conditions.

The library views safety as a basic element of the job of every employee. Only when all employees work together can a modern safety program be valuable and successful. The Board of Trustees believes that:

- All injuries are preventable.
- Working safely is a condition of employment.
- All operating exposures can be safeguarded.
- Training employees to work safely is essential.
- Injury prevention saves money.

### Responsibilities:

It is the Library Director's responsibility to:

- Develop Standard Operating Procedures (SOPs) relevant to safety issues and concerns in the library.
- Ensure that all staff members are made aware of the elements of the Town of Hooksett Municipal Safety Manual, and that those elements are implemented.
- Determine and provide protective personal equipment required for each job and employee.
- Ensure that training/retraining based on the Safety Manual is provided and completed.
- Maintain records showing the status of all employee training.
- Correct any unsafe conditions brought to the Library Director's attention by the staff.
- Ensure that employees are performing in a safe and healthy manner.
- Take immediate action to correct any unsafe condition or action.

- Report and document all accidents and incidents.
- Respond quickly to violations of Library safety and health procedures, utilizing corrective training.
- Inform insurance carriers of any eligible incidents.

**All employees are responsible for:**

- Observing all Hooksett Library and Town of Hooksett safety rules and applying the principles of accident prevention to their day to day duties.
- Being aware of and obeying all safety and health regulations.
  - Following proper lifting procedures at all times.
- Report any job-related injury, illness or property damage to their immediate supervisor or the Library Director and seek treatment promptly.
  - Employees are responsible for completing the required incident form and providing it to their supervisor or Library Director.
- Immediately documenting and reporting all accidents and incidents to the Library Director.
- Reporting any unsafe conditions immediately to the Library Director.
  - Keeping all aisles, walkways and working areas clear of slipping and tripping hazards.
  - Keeping all emergency equipment such as fire extinguishers, fire alarms, exit doors and stairways clear of obstacles.
- Knowing the location of fire/safety exits and evacuation procedures.
- Actively participate in the Town of Hooksett / Hooksett Library's efforts to provide a joint loss management program.
  - Attending all safety training and retraining as scheduled.

**Safety Rules and Regulations:**

In order that employees understand their responsibilities for safety and health, it is important that specific rules and regulations be adopted and communicated to all.

The library's safety rules and regulations include, but are not limited to, the following:

- The Library Director is responsible for the administration and enforcement of all safety regulations.
- All facilities shall be maintained in a safe condition.
- All equipment shall be operated and maintained in accordance with manufacturer's recommendations.
- Copies of Municipal Safety Manual outlining safety rules and procedures will be available behind the circulation desk in the binder marked Municipal Safety Manual.

- Staff shall sign the *Municipal Safety Manual Receipt and Acknowledgment Form* to certify that they have read and understand the safety rules and procedures.
- All staff must comply with all Federal, State and local safety regulations while engaged in library projects.
- Training shall be provided to new personnel as needed, and shall be documented.
- Emergency information shall be posted at the circulation desk and shall include telephone numbers of police, fire, medical rescue, public works, and local hospitals.
- The designated emergency response and medical rescue service will be the Hooksett Fire & Rescue Department.

Employees will keep the workplace free of hazards, such as:

- Trash shall be disposed of at frequent intervals.
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and in a sanitary condition.
- All floors shall be kept clean, dry, safely maintained and free from trip hazards.
- All cleaning materials are to be kept and used according to precautions printed on the label.
- Small electrical appliances should be unplugged when not in use including: coffee pots, toasters, laminators, etc.
- Scissors will be stored and used appropriately.
- Paper cutters will be secured by a blade guard when not in use.
- Step Ladders shall be equipped with a metal spreader or locking device of sufficient size and strength to securely hold the front and back sections in the open position.
- Ladders shall be inspected prior to use and those which have developed defects shall:
  - Be withdrawn from service for repair or destruction;
  - Be tagged or marked as "Dangerous, Do Not Use."
- Ladders that are not self-supporting shall be erected on a sound base at a 4/1 pitch and placed to prevent slipping.
- Portable metal ladders shall not be used for electrical work or where they might contact electrical conductors.
- Employees will not stand on the top two steps of the ladder.

Blood Borne Pathogens

- Universal precautions, an approach to infection control in which all human blood and certain human body fluids are treated as if known to be infectious, shall be observed in all situations

where there is a potential for contact with blood or other potentially infectious material and the following requirements shall be met:

- All human blood and body fluids shall be treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.
- Employees responding to emergencies or other situations where blood or body fluids are present shall wear single use disposable gloves, such as surgical or examination gloves, wash hands after removal of gloves, and wear eye protection when blood or other potentially infectious materials might be splashed.
- Work procedures shall include safe handling and disposal of needles and sharps, used bandages and gauze, linens, and all other items that come in contact with blood or other potentially infectious materials.

All accident/incident reports and requests for safety evaluation are to be submitted to the Library Director. The Library Director will forward all requests for safety evaluations and any worker's compensation related incidents to the Joint Loss Safety Committee for review. An incident report form is available online on the Hooksett Library PBWiki and Hooksett Library online forms page. In addition, blank paper copies will be kept at the Circulation Desk in the Safety Manual.

### **Disciplinary Policy**

Disregard of safety procedures shall be treated in the same manner as disregard for other employment rules such as attendance and quality. If an employee chooses not to comply with established rules and regulations for safety and health they may receive a verbal warning and retraining for the first infraction. A second infraction will result in a written warning placed in their personnel file. The Library Board of Trustees may terminate a staff member who disregards the Library's Safety Policy.

### **Training Requirements for Safety and Health**

All staff must be aware of the training requirements for their jobs, as well as the reasons for such training. No one shall be allowed to work with any hazardous equipment or materials until they have been properly trained. Training or retraining is required for new employees and volunteers.

### **Emergency Evacuation and Response Plans**

Preparedness in the event of emergencies such as fire, medical, hazardous material spills, or natural disasters is vital. All employees should know the correct procedures to follow so that there will be no delays in reaction and response.

In the event of an emergency, desk staff shall notify the proper authorities. All contact numbers are located at the circulation desk.

- In the event of a fire, staff will clear their area of the building and exit by following evacuation charts included as an appendix in the back of the Safety Manual and as posted on the walls of all library areas. It is important to remember that our fire department has stated that everyone is to leave the building immediately.
- In the event of a medical emergency the senior employee on duty will call the ambulance, stay with the injured party and direct other employees to meet the ambulance and maintain an area of safety around the victim.
- In the event of a confrontation with a violent or threatening person, it is important to follow a three pronged approach to prevent escalation: remain calm, isolate the person, and call 911.
- In the event of a man-made or natural disaster employees will monitor local emergency broadcasts for safe evacuation routes.
- At no time shall an employee place her/himself in harm's way.

### **Safety and Health Communications**

The key to the success of any safety and health program is an open line of communication. This Policy is intended to encourage staff to suggest safety and health changes or notify the Library Director of any unsafe conditions or equipment, and to actively participate in any improvements.

- The Safety Manual is located behind the circulation desk for all employees.
- Continuing education at staff meetings and outside training opportunities will be offered periodically.
- Management will oversee and communicate safety and health concerns to sub-contractors or outside service providers.

Adopted 10/2013, *Reviewed and amended 11/15/2021*

*11/2021 Amendment Summary:*

*Added key elements that apply to Hooksett Library employees from the Town of Hooksett Employee Safety and Responsibilities form which was redundant to the signing of the Safety Manual Acknowledgement Form.*