

Workplace Safety Policy

Application

The Safety Policy affects the safety of patrons and staff

Statement of Purpose

This policy specifies the response of The Community Library to conditions and circumstances affecting safety in the library. Supporting a safe environment is an essential component in the achievement of its mission to provide quality of access, intellectual freedom, education and continuous learning.

Policy

A safe environment will be provided for patrons and library staff. To ensure safety two staff members must be on duty at all times.

Patrons demonstrating behaviors that endanger safety to self, other patrons, or staff both inside the library building and on the premises may be referred to the authorities.

In emergency situations, including natural events, building equipment issues, fire events or a person's actions that present an imminent danger, which threaten a disruption of safe library service, the library may close. Library staff will instruct patrons on how to safely exit the building. Postings and media listings will inform the general public. During emergency situations, the decision regarding closure will be made by the director. The director will consult with the Board President and keep the Board of Trustees informed of the situation.

Responsibility

Library staff will act on their best judgment in managing a situation, person or group presenting a threat to safety and will be supported by their supervisor. An incident report completed by a staff member or patron must be submitted to the director within one week.

Approved 1/9/2014

Revised: 12/12/2019, 3/9/2023

Reviewed: