



LIBRARY POLICY

Policy Title: HEALTH AND SAFETY

Reviewed annually

Approved by Library Board: 17 February 2026

Policy Number: BPL004

Background

Commitment to health and safety is an integral part of this organization. It is in the best interest of all parties to consider health and safety in every activity.

The Belleville Public Library Board (the Board) and the Library Non-union Administrative staff (Administration) are vitally interested in the health and safety of all employees. Protection of employees from injury or occupational disease is a major continuing objective. The Board, Administration, and all supervisors and workers will ensure a safe, healthy work environment at all times, and must be dedicated to the continuing objective of reducing risk of injury.

The Board is ultimately responsible for worker health and safety at all Board locations, and for all outreach activities, construction sites, or renovations undertaken or initiated by the Board or Administration, regardless of location. This includes workers for the City of Belleville or outside companies when performing work on Board property, or work requested or commissioned by the Board or its employees.

The Board and all employees will maintain a Health and Safety Program in compliance with the Ontario Occupational Health and Safety Act (the Act).

Accountability

The Chief Executive Officer (CEO) of the Library is responsible for ensuring that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment is safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Worker Responsibility

Every worker shall comply with the Act. Workers have a responsibility to report any and all concerns about Health and Safety to their supervisor or, if not adequately addressed, the Joint Health and Safety Committee.

Every worker must protect his or her own health and safety and that of co-workers by working in compliance with the law, safe work practices and the policies and procedures established by the Board and Administration. Workers must use all protective devices or safety equipment required by their supervisor or Administration at all times.

As outlined by the Act, workers have the right to refuse work they consider unsafe or unhealthy, pending review by their supervisor or, in the case of dispute, the Ministry of Labour, Immigration and Skills Development.

Outside Workers and Contractors

The Board and CEO maintain responsibility for health and safety at all times, including after-hours or holidays, and for any project, renovation or building construction undertaken either at an existing site or an external site such as a new branch build.

Contractors, technicians, and tradespeople working for, or on site at Belleville Public Library locations or external work sites must work in compliance with the law and within the safe work practices and procedures of their industry as well as those established by the Board or Administration.

If unsafe work practices are observed or suspected, the Board or Administration reserves the right to stop work at any location until the situation is resolved and all health and safety laws and practices are complied with.

Health and Safety Program

The Belleville Public Library Board will meet the legal requirements of the Occupational Health and Safety Act and its Regulations through the establishment and maintenance of a Health and Safety Program.

All new employees will receive comprehensive training in safe work practices and be made aware of their rights and responsibilities under the Occupational Health and Safety Act.

The Health and Safety Program shall include a schedule of regular monthly workplace health and safety inspections, to be conducted by the Joint Labour – Management Health and Safety Committee.

The Joint Labour – Management Health and Safety Committee

The Belleville Public Library Board shall establish and maintain a Joint Labour - Management Health and Safety Committee.

It is the responsibility of the Joint Labour – Management Health and Safety Committee to:

- establish a schedule for regular workplace health and safety inspections
- identify workplace health and safety issues
- identify situations that may be a source of danger or hazard to workers
- make recommendations for the improvement of health and safety in the workplace
- make recommendations for the maintenance and monitoring of programs, measures and procedures respecting the health and safety of workers

Approved by the Belleville Public Library Board on 17 February 2026

Signed:



Chair, Belleville Public Library Board

Date: 17 February 2026



Chief Executive Officer

Date: 17 February 2026



Management Co-Chair, Joint Health & Safety Committee

Date: 17 February 2026



Labour Co-Chair, Joint Health & Safety Committee

Date: 17 February 2026