

EAST GWILLIMBURY PUBLIC LIBRARY HEALTH & SAFETY POLICY STATEMENT - 2017

The East Gwillimbury Public Library acknowledges its responsibility to provide and maintain a healthy, safe and violence-free workplace, in which all employees are treated with dignity and respect. As such, unsafe, violent, and or disrespectful behavior will not be tolerated from anyone in our workplace.

It is recognized that an effective health and safety program, which includes workplace violence and harassment prevention, is a sound business practice which is considered to be a core corporate value.


The following are key elements of our program:

- Assignment and delegation of roles and responsibilities for the development, implementation, communication, and maintenance of our program;
- Development, implementation, maintenance and evaluation of policies procedures and measures for safe and respectful working conditions for all employees;
- Training, instruction, and information on health and safety program elements will be ongoing and documented;
- Identification, recognition, and control of occupational hazards and risks to minimize the frequency and severity of workplace injuries;
- Development and maintenance of emergency procedures and measures;
- Ensure employees know to report hazards, including workplace violence and harassment to their Supervisor or Library Services Coordinator;
- Investigation and timely resolution of any health, safety, and or harassment concerns complaints; and
- Compliance with statutory and regulatory requirements outlined in the Occupational Health & Safety Act, Workplace Safety & Insurance Act, Building Code and Fire Code.

The Library Board and CEO are committed to providing a workplace which protects the health, safety, and well-being for all employees. Each employee is responsible for conducting him / herself in accordance with all legislative and policy requirements. Every worker must also make a personal commitment to health and safety as part of our internal responsibility system including contribution to a respectful workplace.

Health, safety, and well-being of all employees is a shared undertaking and commitment, which reflects our corporate objective of creating a vibrant and safe organization in which to work.



Michelle Alleyne
Chief Executive Officer

Moira Bell
Library Chair