

## CHAPTER 11: SAFETY AND HEALTH POLICIES

Orig Date: 01/01/82  
Latest Revision: 05/17/11

### **Safety & Health**

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It is the intent of Spokane County Library District (the District) to comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards. The Board of Trustees and the administration of Spokane County Library District believe the safety and health of each employee of the District is of primary importance. Consequently, prevention of occupationally-induced injuries or illnesses must be given precedence over operating productivity.

The District intends to provide a safe and healthy work environment for employees, as well as customers or other visitors to its facilities. Every employee is responsible for maintaining a safe work environment and following the District's safety protocols. Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position. Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

The District has established and will maintain a safety program that emphasizes the importance of practicing proper safety and health techniques for each job assignment. The District's objective is to have a safety and health program that serves to minimize the number of on-the-job employee injuries and illness. The District's goal is zero accidents, injuries and health hazards. The District aims to achieve this goal through the cooperative efforts of the Board, Executive Director, Managers, Safety Committee, and employees who, by working together, can achieve the lowest possible work-related accident rates.

The District safety program includes procedures related to safety and health, blood-borne pathogen exposure control and accident prevention. Safety orientation of new and transferred employees, timely and appropriate education and training, an employer/employee safety committee, an active self-inspection program, proper mechanical guards, and personal awareness of one's work environment are key components of the health, safety, and accident prevention program.

#### ***11.1 Accident/Incident Reporting***

In case of an accident or incident occurring on District owned or operated property, or while traveling on library business, which results in personal injury or illness, and/or property damage, regardless of the nature or severity of the injury, illness, or property damage, the employee must promptly (within 24 hours) notify his/her immediate supervisor or manager and complete the District's accident/incident/exposure report form. An accident or incident involving a customer or volunteer should also be reported to the appropriate supervisor as soon as possible.

#### ***11.2 Annual Facility Inspection/Fire Drill***

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Maintenance Supervisor on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of staff and customers. Nonetheless, all employees are expected to promptly report any health or safety concerns, hazards, or problems they become aware of to their supervisor or manager. The supervisor or manager is responsible for taking appropriate action to eliminate any real or potential health or safety hazard.

Fire extinguishers, alarms and emergency lighting for each facility are inspected annually. Fire drills are also conducted annually in each District-operated facility to ensure staff is fully able to carry out the facility's evacuation plan.

### ***11.3 Bloodborne Pathogen Exposure Policy***

The employees of Spokane County Library District provide library services and materials to District customers. Part of this obligation may require employees to come into contact with bodily fluids, such as blood or other potentially infectious materials (OPIM). This is most likely to occur as a result of performing first aid/CPR to another employee or customer. Being exposed to a bloodborne pathogen may lead to sicknesses such as hepatitis, AIDS, or malaria. Since the District wants to ensure our employees as safe in as healthy a work environment as possible, it is the policy of the District to comply with all statutory obligations for the prevention of exposure to bloodborne pathogens. Therefore, employees who come in contact with potentially infectious materials must promptly notify their immediate supervisor or manager and complete the District's accident/incident/exposure report form.

### ***11.4 Hazardous Materials Communication Program Policy***

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities such as replacing carpets or painting walls, the District will maintain the appropriate Material Safety Data Sheets provided by the service provider and make them available to employees upon request.

### ***11.5 Smoking Policy***

Employees may smoke only in outside areas complying with the Smoking in Public Places Act, RCW 70.160, which requires smoking no closer than 25 feet from doors, windows, air ducts, etc.

### ***11.6 Weapons in the Workplace***

To assure a safe environment for employees, customers, and other visitors, the District prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in its facilities or on its property by its employees. Any employee in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees in possession of a valid concealed weapons permit are not exempt from this policy.

### ***11.7 Inspections and Searches***

In order to promote the health and safety of employees and maintain an alcohol and drug-free work place every employee of the District will be required, upon the District's request, at its discretion, at any time with or without advance notice or consent, to submit to a search of any package, purse, brief case, lunch box or other container brought onto the District's premises and to submit to a search of any desk, file, locker, closet or other stationary container provided by the District as well as any contents, files, or documents they contain to ensure compliance with District policies, including but not limited to its substance abuse policy. Voice and e-mail messages stored on any of the District's computers or other telecommunications systems are likewise subject to monitoring, review and search at any time, with or without notice. The inspections may be conducted before, during, or after working hours by any supervisor, executive, or security personnel as directed by the District Executive Director.

### ***11.8 Safety Committee – General Duties and Responsibilities***

The District's Safety Officer (e.g., Human Resources Manager) and Safety Committee are responsible for developing, implementing, and/or coordinating safety programs that promote safe working conditions, as well as safe working practices. In addition, the Executive Director, managers, supervisors, safety officer, and/or the maintenance coordinator may investigate workplace practices or conditions that have caused, or may cause, accidents resulting in personal injury or property damage, and recommend corrective or preventive measures.

Employee safety depends on the safety consciousness of everyone. Employees and volunteers are responsible for following District safety guidelines and procedures. The District's approach to work place safety and health should be proactive, and should not be limited to supervisors and employees, but should include all other co-workers and volunteers.

Additional Policies and Procedures are located in the District's Safety & Health Manual.