

POLICY: HR11 – Safety & Health

APPROVAL DATE: 01/01/1982

REVISION DATE: 05/15/2018

Purpose

To set forth the District's policies for the safety and health of employees.

Scope

Applies to all District employees and volunteers

Spokane County Library District (the District) will 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 District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

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. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

Additional information can be found in the District Safety & Health Manual.

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 their immediate supervisor and complete the District's Accident Report form.

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 Facilities Manager and/or Maintenance Assistant on a continuous basis. The purpose of the inspection is to identify



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and correct any real or potential problems that may impact the safety and well-being of District staff, library customers, and visitors.

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 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, the District will maintain the appropriate Material Safety Data Sheets.

11.4 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 or volunteers. Any employee or volunteer 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 or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

11.5 Employee Wellness

Spokane County Library District recognizes that good health and well-being are key elements in maximizing the quality of life for all staff members. The District encourages all employees to participate in wellness programs and activities. An employee's overall good health plays a major role in preventing illness and injury, and can directly influence the quality of service staff provides to our customers.

The Executive Director is responsible for establishing administrative procedures necessary to carry out this policy and will respond to appeals of District staff action and/or decision in the application of this policy and any related procedures. Any appeal of Executive Director action and/or decision may be made in writing to the Board of Trustees.

The District will comply with all federal, state and local law regarding employment and will make a good faith effort to implement this policy in a fair and consistent manner.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which this manual relies, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.



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