

# Safety and Loss Prevention Program



## Harborfields Public Library

Adopted 2016  
Revised 2017

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# HARBORFIELDS PUBLIC LIBRARY

## Safety and Loss Prevention Program

### Policy Statement

It is the policy of Harborfields Public Library to ensure a safe and profitable workplace for all our personnel. To accomplish this policy we will have an active, progressive, and effective safety and loss prevention program designed to protect all personnel from occupational injury and illness, and equipment from loss or damage. We realize that our most valued asset is our employees and your safety is of utmost importance to our business. In pursuit of this policy, all management and staff will be guided by the following safety and loss prevention program.

### Goals

The overall goal of our safety and loss prevention program is to prevent on the job injuries and illnesses. Therefore, safety and health will be an integral part of our business philosophy and your daily work performance. To accomplish this, the following goals have been established:

- To have all management and staff involved in the development, implementation, and maintenance of our safety and loss prevention program.
- The determination for the need of a Health and Safety Committee consisting of both management and staff personnel.
- Development of systems and programs that are specifically designed to meet our safety and health needs.
- Implementation of an ongoing safety and health training program for management and staff personnel.
- Communicate to management and staff their safety and health responsibilities.
- To conduct a comprehensive baseline safety and health audit of our facility.

### Objectives

The following are objectives that will be undertaken to achieve health and safety excellence:

- The Health and Safety Committee will be established by July, 2016 and will consist of both management and staff personnel.
- The Health and Safety Committee will complete the written safety and loss prevention program by October, 2016.
- A comprehensive safety and health survey of the facility will be completed by July, 2017 to determine compliance with applicable federal and state safety and health regulations.
- The safety and loss prevention program will be communicated to all management and staff personnel October, 2016.
- The safety and loss prevention program will be reviewed bi-annually by the Health and Safety Committee. The program will be reviewed to ensure its effectiveness and to determine if the desired goals and objectives have been achieved. Changes will be made to the program as needed with approval from the Library Director and the Board of Trustees.

- Insure that management and employee personnel know and accept their safety and health responsibilities.
- Staff members will be trained to conduct periodic in-house inspections so they can recognize potential workplace hazards by August, 2017.
- Supervisors will be trained by August, 2017 so that they will be able to conduct prompt accident/incident investigations.
- Initial training for management and staff personnel will be completed by July, 2017.
- Emergency action procedures will be developed and implemented by October, 2016.

## Safety and Health Responsibilities

The importance of having all management and employees understand their safety and health responsibilities cannot be overstated. To ensure that you know and understand your role in our safety and loss prevention program, the following responsibilities have been developed for each job description at our company:

### **Library Administration**

- Oversees the development, implementation, and maintenance of the safety and loss prevention program.
- Provides the active leadership and adequate resources necessary to maintain an effective safety and loss prevention program.
- Develops and assigns safety and health responsibilities to management personnel.
- Holds management personnel accountable for their safety and health responsibilities.
- Sets a good example by following required safety and health rules and practices.
- Reviews accident reports.
- Ensures that a reliable system is in place for employees to report conditions or situations that they believe are potentially hazardous.

### **Department Heads**

- Set a good example for employees by following required safe work practices and by wearing personal protective equipment.
- Supervise and evaluate employee safety and health performances.
- Keep knowledgeable and up-to-date on safety and health requirements.
- Be adequately trained to identify safety and health hazards.
- Conduct Job Hazard Analysis.
- Investigate accidents and near-miss incidents to determine their root-cause.
- Actively discourages all potentially hazardous short cuts undertaken by employees.
- Consistently and fairly enforce safe work procedures and rules.
- Provide continuing on-the-job training in safe work procedures and enforce personal protective equipment use.
- Makes sure each employee knows what to do in the event of an emergency.
- Ensure that appropriate record-keeping is maintained.

### **Employees**

- Be familiar with the safety and health accident prevention program, to abide by all safety and health rules, work practices, and regulations.

- Use all required safety devices and personal protective equipment.
- Perform their work tasks in a safe manner and not to take unsafe short cuts.
- Maintain their work area in a clean and neat condition.
- Conduct daily inspections of their immediate work area to look for unsafe conditions.
- Report any and all injuries to their supervisor.
- Know what to do in the event of an emergency.

## Safety and Health Performance Accountability

As stated in our company policy, safety and health has been given top priority because it is good for business and for the well-being of our employees. We expect all employees to participate in our program. The success of our program is dependent on every individual knowing and practicing their safety and health responsibilities. Management and employees who disregard their safety and health responsibilities will be held accountable as stated as follows:

### First Infraction

- Verbal Warning
- Retraining by immediate supervisor on safety and health responsibilities and/or how to perform task safely.

### Second Infraction

- First Written Warning
- Retraining by immediate supervisor on safety and health responsibilities and how to perform task safely

### Third Infraction

- Second Written Warning
- Retraining by immediate supervisor on safety and health responsibilities and ow to perform task safely
- Plant Manager and Director of Human Resources will be notified

### Fourth Infraction

- Third Written Warning
- Retraining by immediate supervisor on safety and health responsibilities and how to perform task safely
- Counseling meeting with immediate Supervisor, Plant Manager, and Director of Human Resources

## Safety Training

Training is an essential tool for our entire staff to reduce their risk of experiencing a workplace accident and injury. Staff members need to be able to recognize, understand, and avoid potential hazards to themselves and to their co-workers. Department Heads are responsible for ensuring that all staff receive the training necessary to perform jobs in a safe manner.

Department Heads will receive the following safety training:

- Their safety responsibilities.
- The goals and objectives of the safety program.
- Accident prevention techniques.

Supervisors will receive the following safety training:

- Their safety responsibilities.
- Detection of hazardous conditions and recognition of unsafe work practices.
- Conduct on-the-job safety training.
- Emergency procedures.
- Safety regulations pertinent to the work operation(s) they supervise.
- Recording-keeping requirements.

Staff will receive the following safety training:

- Orientation training.
- Their safety responsibilities.
- Specific on-the-job training for the job task(s) they perform.

## EAP Local Committee

The library has established a committee consisting of Administration and staff. The committee will assist in the development, implementation, and periodic evaluation of our safety activities. Members will be rotated periodically at staggering intervals to allow for maximum involvement and increase safety awareness. Meetings will be held quarterly. All committee members are expected to attend. The committee will be responsible for the following tasks:

- Review of existing safety rules and procedures to ensure that these rules are current, pertinent, and being followed.
- Provide suggestions for employee training.
- Review training programs.
- Provide recommendations to management on safety issues.

## Safety Inspections

Safety inspections are an integral part of our safety program. Inspections will be conducted for the following reasons:

- Maintaining a safe workplace.
- Recognizing unsafe work practices.
- Identifying unsafe working conditions.
- Increasing safety awareness.
- Preventing injuries and illnesses.

Every individual has some responsibility for conducting safety inspections. All staff will routinely conduct daily inspections of their immediate work area. Whenever possible, staff will promptly institute appropriate corrective measures. If the condition cannot be immediately corrected, the supervisor must be notified. Individuals may either orally inform their supervisor or complete an Incident/Accident Report Form. If the staff member does not complete the form, then it is the responsibility of the supervisor to complete the form. An Incident/Accident Report Form must be completed for all hazards that cannot be immediately corrected by the staff member.

If the supervisor cannot immediately correct the hazards, the supervisor will develop an appropriate action plan for the correction of the hazards. Appropriate interim protection measures must be instituted if the hazard cannot be corrected immediately. Administration will be contacted if assistance is needed to determine the appropriate corrective measure and/or interim protection measures.

Regular safety inspections will be conducted by Administration and Custodial Staff.

### Accident Investigation Program

The vast majority of accidents that occur in the workplace are preventable. Unfortunately, even with the best program accidents may still occur. The steps outlined here are means to ensure that the same type of accident does not recur. Accident investigations are to determine the facts and not to place blame on an individual.

All accidents must be reported to your immediate supervisor promptly. All accidents are to be investigated; even non-injury accidents are to be investigated by the immediate supervisor of the employee involved in the incident. An accident investigation team has been organized and will be activated in the following situation:

- If the outcome of the accident resulted in a serious injury or the outcome could have resulted in a serious injury.
- If the accident has occurred previously.
- If numerous personnel perform the task involved in the accident.

Our Accident Investigation Team will consist of the following individuals:

- Immediate supervisor of the injured or nearly injured employee.
- Maintenance Staff Member.
- Library Administration.

Our accident investigation team will be trained on the fundamentals of conducting an effective investigation. Additionally, the *Accident Investigation Form* will be used for all accident investigations. A copy of the *Accident Investigation Form* will be forwarded to the Safety Committee and for their review.

### Emergency Action Plan

An emergency action plan will provide for an effective evacuation from our facility in the event of an emergency. Administration is responsible for the development and evaluation of emergency action plans. The supervisors are responsible for implementation of the plan.

Emergency evacuation routes have been posted throughout the facility. All new staff will receive initial training during their orientation. It is the responsibility of each supervisor to ensure that their staff are trained and understand the correction procedures to follow in the event of an emergency.

Main Contact:

- Carol Albano, Library Director
- Tel: (631) 742-4975

#### Procedure for Reporting Emergencies:

- Fire Evacuate the building and call 911.
- Injury Call 911 for medical assistance (if needed); notify Library Director.

#### Emergency Evacuation Routes and Procedures:

- Emergency evacuation routes and procedures, including locations of fire extinguishers, are posting in Emergency Binders located at each public service desk. Supervisors must ensure that all staff in their work area have been trained on the routes and procedures to follow.

#### Employee Accountability after Evacuation:

- Each supervisor is responsible for ensuring that all staff under their supervision are accounted for after an evacuation. The supervisor may perform this verification either personally or by designee. All supervisors will then report the headcount to Administration.

#### Evacuation Drills:

- Evacuation drills will be conducted annually.

### Program Review

The Safety Program will be audited annually. The goals, objectives, and program elements will be evaluated to determine if they are meeting their intended purpose. To determine this, the audit will consist of the following:

- Interviews with a cross section of staff.
- Review of records and reports.
- Observation of job tasks and inspection of the facility.

### Ergonomics and Back Injury Prevention Program

Department Heads are responsible for the implementation and maintenance of this program. This program is in place to minimize the chances of employees developing cumulative trauma disorders (CTDs) such as:

- Carpal Tunnel Syndrome
- Tendinitis
- Back Problems

The program will consist of the following elements:

- Review of Injury and Illness Records
- Workplace Analysis
- Training
- Medical Management
- Program Evaluation



## Preventive Maintenance Program

Custodial Staff are responsible for the implementation of the preventive maintenance program. Those employees involved in the maintenance program will be given training to allow them to effectively perform their assigned duties. This training will be provided as follows:

The maintenance program will involve the following subjects:

- Equipment and Machinery
- Portable Power Tools
- Housekeeping
- Means of Egress
- Fire Prevention

## Personal Protective Equipment Program

The Building Supervisor is responsible for the overall implementation of the Personal Protective Equipment Program.

Employees are required to wear Personal Protective Equipment for the job task they performed if stated by your supervisor. The Building Supervisor is responsible to ensure that Personal Protection Equipment is properly used. Enforcement of these requirements will be consistent with established disciplinary policies. Replacement Personal Protective Equipment can be obtained by contacting your supervisor.

## Record-keeping

The following records will be kept by Human Resources in the Business Office:

- Orientation Safety and Health Training
- Job Safety Analysis
- Accident Investigation Reports
- OSHA 200 - Injury and Illness Log
- Workers' Compensation Claims or OSHA 101 Form
- Safety and Health Training Records
- Annual Fire Extinguisher Inspections
- In-House Safety and Health Inspection Records
- Completed Safety and Health Program Evaluation Worksheets
- Disciplinary Action Letters
- Employees' Personnel File

## Accident and Injury and Illness Trend Analysis

At least annually a comprehensive trend analysis will be performed by the employer. The employer will review the following information to determine if a pattern exists that has not been detected by other in-place safeguards:

- OSHA 200 Injury and Illness Log
- Workers' Compensation Claims and/or OSHA 101 Log

- Accident Investigation Reports
- Employee Complaint Forms
- Hazard Reports

If deficiencies are discovered, the employer will develop and institute corrective procedures using established protocol.

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- Review of records and reports.
- Observation of job tasks and inspection of the facility.