

5.10 Health & Safety

Procedures to ensure the health and safety of Library staff and volunteers will be established and followed pursuant to the *Occupational Health and Safety Act* and regulations and OHS Code. These procedures may be the Town of Coaldale Safety Manual.

1. The Head Librarian is the health and safety representative of the Library.
2. The Head Librarian is to ensure that staff and volunteers work in the manner and in accordance with the procedures and measures required by the *Occupational Health and Safety Act* and regulations and OHS Code.
3. Staff and volunteers will be made aware of and follow safety procedures and requirements. Staff and volunteers will be made aware of the location of the Safety Manual in the Library.
4. Staff and volunteers must report hazards and safety incidents to the Head Librarian.
5. The Head Librarian will facilitate an annual formal hazard assessment of the Library building in conjunction with the Town of Coaldale.