



AURORA PUBLIC LIBRARY BOARD

HEALTH AND SAFETY POLICY STATEMENT

The Aurora Public Library is committed to maintaining a safe and healthy workplace environment and encouraging employee interest and responsibility for safety. This Policy is directed to ensuring the well-being of employees and the undertaking of every reasonable precaution for the protection of employees.

The Aurora Public Library Board is vitally interested in the health and safety of its employees. The Board as the employer is responsible for worker health and safety. It is committed to development and maintenance of a program which will fulfill this responsibility. To this end, the Library Board is dedicated to reducing the risk of injury and will comply with legislative requirements and with the Health and Safety policies and procedures as they apply to design, operation and maintenance of facilities and equipment.

It is in the best interest of both the employer and its workers to commit jointly to health and safety in every workplace activity. Therefore, the Board calls upon its employees to join in the creation and maintenance of a safe work environment and to protect their own health and safety by working in compliance with the law and with any safe work practices established by the employer.

The achievement of the health and safety goals demands commitment, active support and involvement of individuals involved with library operations at every level:

- It is the responsibility of each employee to work safely and report all unsafe or unhealthy conditions
- It is the responsibility of Managers and Supervisors to ensure that employees work safely and that safe and healthy work conditions are maintained
- It is the responsibility of contractors and their staff to meet or exceed Library health and safety program requirements
- It is the responsibility of all employees to be committed to furthering their education regarding health and safety

Working together on a foundation of commitment, enthusiasm and effort, the Library is firmly resolved to be successful in the Health and Safety Program which will ultimately contribute to the effectiveness of the Library's operation.

Endorsed Date: January 18, 2017	Motion #: 17.01.09
Effective Date: January 18, 2017	
Date of Last Endorsement: January 20, 2016	



AURORA PUBLIC LIBRARY BOARD WORKPLACE HARASSMENT POLICY

Aurora Public Library is committed to the prevention of workplace harassment by providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. Harassment may also relate to a form of discrimination as set out in the Ontario Human Rights Code, but it does not have to.

The Aurora Public Library Board is vitally interested in the health and safety of its employees. The Board as the Employer is responsible for worker health and safety. It is committed to the development and maintenance of a workplace harassment program that implements this policy. To this end, the Library Board will comply with legislative requirements under the *Occupational Health and Safety Act*.

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Examples may include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.

Workplace harassment will not be tolerated from any person in the workplace. It is in the best interests of both the Employer and its workers to commit jointly to the prevention of workplace harassment through a system of shared responsibility.

- It is the responsibility of the Employer to investigate and deal with all concerns, complaints or incidents of workplace harassment in a fair and timely manner while respecting workers' privacy to the extent possible.
- Employees are encouraged to report any incidents of workplace harassment.

Nothing in this policy prevents or discourages a worker from filing an application with the Human Rights Tribunal of Ontario on a matter related to Ontario's Human Rights Code within one year of the last alleged incident. A worker also retains the right to exercise any other legal avenues that might be available.

The workplace violence policy should be consulted whenever there are concerns about violence in the workplace.

Endorsed Date:	January 18, 2017	Motion #:	17.01.09
Effective Date:	January 18, 2017		
Date of Last Endorsement:	January 20, 2016		



AURORA PUBLIC LIBRARY BOARD

VIOLENCE IN THE WORKPLACE POLICY

Aurora Public Library is committed to the prevention of workplace violence by providing a safe and secure working environment. This Policy is directed to ensuring the well-being of employees and the undertaking of every reasonable precaution for the protection of employees from violence in the workplace from all possible sources.

Workplace violence means:

- The exercise of physical force by a person, against a worker, in a workplace, that causes or could cause physical injury to the worker,
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The Aurora Public Library Board is vitally interested in the health and safety of its employees and, as the Employer, is responsible for worker health and safety. It is committed to the development and maintenance of a workplace violence program that implements this policy. To this end, the Library Board is dedicated to reducing the risk of violence in the workplace and will comply with legislative requirements under the *Occupational Health and Safety Act*.

Violent behaviour in the workplace is unacceptable from anyone. It is in the best interests of both the Employer and its workers to commit jointly to the prevention of workplace violence through a system of shared responsibility.

- It is the responsibility of the Employer to assess the risks of workplace violence, ensure this policy and the supporting program are implemented and maintained, and that all workers and supervisors have the appropriate information and instruction to protect them from violence in the workplace.
- It is the responsibility of Managers and Supervisors to adhere to this policy and the supporting program. They are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.
- It is the responsibility of each employee to work in compliance with this policy and the supporting program. Workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

The Employer pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.

Endorsed Date:	January 18, 2017	Motion #:	17.01.09
Effective Date:	January 18, 2017		
Date of Last Endorsement:	January 20, 2016		