

WESTCHESTER PUBLIC LIBRARY

SAFETY RULES

501 - SAFETY AND HEALTH

It is a top priority at the Westchester Public Library desires to provide a safe and healthful work environment for all employees, patrons, and visitors to the Library. Safety depends on the alertness and personal commitment of all employees at all times.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or bring them to the attention of the Library Director.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

On-the-job accidents, injuries, and illnesses, regardless of how minor, must be reported to your supervisor immediately and to the Director in writing as soon as possible. Failure to do so may disqualify you from receiving worker's compensation benefits or an excused absence may result in disciplinary action.

An employee will be paid at his or her regular rate for time actually and necessarily lost from available work during the first eight (8) hours of any shift during which he or she suffers and occupational disability compensable under the Worker's Compensation and Occupational Diseases Law of the State of Indiana while at work for the Library.

In order to protect you and other employees, you must present to your supervisor a physician's statement releasing you to work following any injury or illness for which you receive a doctor's care or which resulted in your absence for three or more consecutive scheduled working days. The doctor's release must state that you are released to work either, without limitation, or with limitations, listing them specifically.

502 - SAFETY RULES

Below are some general safety rules. Each manager or department head may also post other safety procedures in specific departments or work areas.

1. Horseplay is strictly prohibited; do not behave recklessly or carelessly on Library premises at any time.
2. Use caution and correct techniques in lifting loads and do not attempt to lift excessive loads without assistance.
3. Use only appropriate steps and ladders for climbing and exercise caution.
4. Clean up liquid spills and broken glass immediately.
5. Keep work areas and aisles free of tripping hazards.
6. Do not overload electrical outlets or extension cords.
7. Use and store flammable items with caution
8. Smoke only in designated smoking areas.