

Camden County Library District Policy Manual

Section 1. Employees.

Subsection 44. Safety policy

General Employee Safety

When an employee is in doubt about how to perform a job safely, it is the employee's responsibility to ask a supervisor for assistance. Supervisors with questions need to consult their supervisors. Compliance with these safety rules is a condition of employment.

Reporting Safety Issues or Incidents

All accidents, injuries, potential safety hazards, safety suggestions, and health and safety-related problems **must be reported immediately** to the branch manager or director. If an employee is injured, other employees should call 911 immediately if the situation warrants it. Call 911 if, in doubt, it is better to call and not be needed than to not call. For all injuries or accidents, fill out an Incident Report Form. This ensures that if an unseen injury has occurred, documentation on the event is on file. Call the Assistant Director for injuries needing attending by medical professionals. They will file a claim for Worker's Compensation Benefits for the employee and fill out the necessary state and federal paperwork.

Federal Occupational Safety and Health Administration Act requires that the Library keep records of all illnesses and accidents that occur during the workday. The Missouri Workers' Compensation Act also requires that employees report any workplace illness or injury, no matter how slight, to the Assistant Director. If employees fail to report an injury, they may jeopardize their right to collect workers' compensation payments as well as other health benefits. OSHA also provides for employees' right to know about any health hazard that might be present on the job. For any questions, contact either the Director or Assistant Director for further information.

Safety Rules

- Lifting - Ask for assistance when lifting or moving heavy objects. Bend knees, get a good grip on the object, hold it close to the body, and space the feet for good balance
- Trash disposal - Items that require special handling, such as sharp objects and dangerous substances, should be disposed of in approved containers.
- Spills - Clean up spills and pick up debris immediately. Bodily fluids need to be dealt with using special equipment, gloves, and Sanisorb.
- Preventing falls - Keep aisles, work stations, and storage spaces clean, clear, and well-lit. Do not place electrical or data cables across walkways. Walk, do not run.
- Handling Tools - Exercise caution when handling objects and tools. Use tools only for their intended purpose.
- Falling Objects - Store items where they will not fall. Do not store heavy objects or glass on high shelves. Stack materials only to safe heights.

- Work Areas - Keep cabinet doors and files and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Only open one drawer at a time.
- Using Ladders - Place ladders securely. Do not stand on boxes, chairs, or other devices not intended to be used as ladders or step stools.
- Flammable Materials - Use caution when using flammable materials. Flammable materials shall be kept in a flammable storage unit. Rags and other materials subject to spontaneous combustion shall be properly stored.
- Electrical Hazards - Do not stand on a wet floor while using any electrical apparatus not designed for such duty. Keep extension cords in good repair. Do not overload circuits (15 Amps or 1650 Watts for most outlets.) Do not make unauthorized repairs or connections.

Fire Prevention

Know where fire extinguishers are and how to use them. Periodic training shall be provided. Do not block access to extinguishers. Notify your supervisor if an extinguisher is used or if the seal is broken. Fill out an incident report in such cases. Extinguishers rated ABC may be used for paper, wood, or electrical fires. Make sure all flammable liquids like gasoline are stored in approved and labeled safety cans and are not exposed to any ignition source. Make sure all doors are closed inside the buildings upon leaving to help prevent the spread of fires.

In Case of Fire

Pull the fire alarm lever.

Evacuate the building. Do not stop for personal belongings.

Call 911. Upon the arrival of the Fire Department, inform them of the location of the fire.

If the fire is small, you may attempt to extinguish it with a fire extinguisher. Leave the building if the fire is uncontrollable or the smoke is bad.

In a large fire, crawl to the nearest exit.

Treat any injuries if you are able.

Account for all staff. Staff should meet near the main entrance. If any staff are unaccounted for, inform the Fire Department.

Inform the Director and Assistant Director of the fire. They will travel to the scene.

Fill out an incident report when you are able.

Do not re-enter the building until cleared to do so by a Branch Manager/Assistant Director or the Director.

Housekeeping

Employees are expected to keep their work areas neat and orderly at all times.

If a liquid is spilled, clean it up immediately.

Do not leave tools, materials, or other objects on the floor that may cause a trip hazard. Keep aisles, exits, electrical panels, fire extinguishers, doorways, and fire alarm pulls accessible at all times.

Report anything that needs repair or replacement to the Branch Manager.

Block off repair areas with caution tape where needed, particularly in public areas while work is continuing. Clean up repair areas after finishing the repair.

During staff training days, maintenance and custodial employees should watch safety videos if other pressing projects allow.