

Library Safety Policy

POLICY STATEMENT

The library strives to provide a safe and comfortable place for the public and employees.

REGULATIONS

Basic Safety Rules

1. Each employee will be required to comprehend and abide by the contents of the city safety policy and the library safety policy.
2. All accidents, no matter how minor, shall be reported immediately to the director.
3. All hazardous conditions, actions and/or practices shall be reported to the director.
4. All work areas, including public spaces and staff work spaces, shall be kept clean and orderly at all times.
5. Employees shall wear clothing and shoes suitable for the particular work they are doing.
6. Employees must obtain assistance from a coworker when lifting heavy objects.
7. The use of drugs and alcohol during working hours is prohibited. Any employee reporting for work under the influence of alcohol or controlled substances is subject to disciplinary action.
8. Employees shall not engage in practical jokes or horseplay that could result in injury to themselves, others or cause property damage.

First Aid

Any injury may be treated by the supervisor or other available personnel in accordance with their individual abilities and the severity of the injury. One full time library staff, the library director or other designee, will be trained in Red Cross first aid and CPR with AED.

Medical treatment is mandatory for any of the following:

- Severe chest pains
- Traumatic injuries (head injury or severe cut)
- Loss of consciousness or severe dizziness

A first aid kit shall be maintained on each floor of the library. Kits will be inspected quarterly, to identify and replace missing or expired components. No oral medications such as aspirin, antacids, or salt tablets are to be provided in these kits.

An eye wash station is located in the janitor's closet in the lobby.

An AED machine and tourniquet kit are located in the upstairs work room.

Incident Reporting and Company Nurse

As a member of the Iowa Municipalities Workers' Compensation Association, all City of Atlantic employees are required to report all potential work-related injuries using Company Nurse. Reporting claims through Company Nurse provides employees access to 24-hour, 7 days a week claims reporting and medical recommendations (triage) from a registered nurse. This report replaces the *First Report of Injury Form*.

To report a claim through Company Nurse, call 1-888-770-0928 and use City of Atlantic group code: IA039. Then report the incident to the library director. (Company Nurse information is also posted in the upstairs workroom.)

Employees that fail to report injuries to Company Nurse within 24 hours may be subject to discipline.

Training and Orientation

The library director will provide ongoing safety training in the following areas as the need arises:

- New equipment purchases.
- Identified areas of increased incidents and injury.
- Annual refresher training required for each program.

Documentation from any training courses attended by employees, supervisors or managers will be kept for recordkeeping purposes in personnel files in the library director's office. Staff that hold state library endorsements/certifications are encouraged to submit safety training to the state library as part of their continuing education.

New employees will review the city safety policy and library safety policy within the first month of employment. The new employees will be given an opportunity to ask any relevant questions that may pertain to their assigned duties. Documentation of the safety orientation training will be reflected in the onboarding checklist and employee signature page of the city safety policy.

Disciplinary Policy

Each employee is required to comprehend and abide by the contents of the City of Atlantic Safety Policy. Should employees be observed not following documented safety rules/procedures, the library director will be informed and the director will follow the disciplinary policy of the city.

PROCEDURES

Medical Emergency Procedures

The following actions should be taken in the event of a medical emergency:

1. Call **911**.
2. Make sure site is safe before providing assistance. **Do not attempt rescue alone!**
3. Provide assistance to injured person until first responders arrive.
4. Notify library director (if not present) and fill out incident report form.
5. If the individual with the medical emergency is a city employee, notify the city safety committee chairperson.

Self-Inspection Checklists

Since the success of any safety program depends on identifying hazards and taking immediate corrective action, department self-inspections are required. The listed items are checked quarterly unless otherwise noted.

Safety checks

- ✓ Fire extinguishers
 - Check for adequate charge
 - Report use of extinguisher immediately
 - Checked by fire department for charge and replacement annually
- ✓ First aid kits
 - check for missing or expired supplies
- ✓ AED
 - check for missing or expired supplies
 - always call 911 when the AED is used
- ✓ Eye wash
 - check for missing or expired supplies
 - report use immediately
- ✓ General safety in public spaces
 - Check all electrical outlets for covers (new outlets downstairs are safety outlets and don't need covers)
 - Emergency exits are accessible
 - Floor elevation changes are clearly marked with bright colored tape
 - Check condition of blue step ladders
- ✓ General safety in staff work spaces
 - Accessibility to emergency exits
 - Work spaces are tidy

Approved: November 8, 2021

Reviewed: December 11, 2023

Self-Inspection Checklist

The staff that completes the inspection should mark the appropriate box with the date and his/her initials.

Year:	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter
Fire Extinguishers				
First Aid Kit - upstairs				
AED				
First Aid Kit - downstairs				
Eye wash station				
General safety – public spaces				
General safety – staff spaces				