



Albany Public Library

EMPLOYEE SAFETY POLICY

PURPOSE:

Albany Public Library is committed to creating and maintaining a safe and healthy environment for both the public and the employees of the library. The Library's goal is to prevent all workplace accidents. To achieve this goal, all library employees must make a conscious effort to be aware of safety and health hazards at all times.

POLICY:

The Library provides information to employees about workplace safety and health issues through regular internal communication channels such as new employee orientation, Staff Development Day, quarterly staff meetings, departmental meetings, bulletin board postings, memos, and other written communications. Each employee is expected to obey safety rules and to exercise caution in all work activities.

Employees are required to immediately report any unsafe condition to their 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.

Employees are required to immediately notify their supervisor of accidents that result in injury, regardless of how insignificant the injury may appear. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

No employee who, in good faith, reports a safety violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination. This statement is intended to encourage and enable employees to raise safety concerns within the organization prior to seeking resolution outside the organization.

Inquiries regarding this policy or requests for a printed copy should be directed to: Executive Director, Albany Public Library, 161 Washington Avenue, Albany, New York, 12210, (518) 427-4300.

Responsibility:

The Assistant Director is responsible for the administration of this policy.

Procedure:

As stated above.

Approved/Reviewed

Adopted: September 2009

Reviewed: March 2015

Reviewed: January 2020