

Intent

The Alberta Library (TAL) complies with all federal and provincial legislation to provide a safe and healthy work environment for employees and Board members.

TAL believes that a safe and healthy work environment is a shared responsibility among staff, management, and the Board. The CEO has primary responsibility for occupational health and safety.

Policy

1. Reporting to the Board, the CEO will ensure that:
 - 1.1. Hazards are identified and mitigated.
 - 1.2. Employees have equipment and training to perform work safely.
 - 1.3. Processes are regularly reviewed and updated.
 - 1.4. Expectations are clearly communicated to employees.
2. Reporting to the CEO, employees will:
 - 2.1. Follow safe work procedures.
 - 2.2. Report any unsafe work or conditions.
 - 2.3. Arrive for work able to perform their duties safely.
3. Contractors will:
 - 3.1. Comply with all legislation.
4. To support a collaborative approach to health and safety, TAL will implement a process for investigating and managing reported or potential hazards or other concerns.
5. This policy includes TAL employees on TAL business at any location.
6. This policy includes psychosocial hazards such as bullying and harassment, as well as physical hazards.
7. The policy and procedures will be reviewed regularly; in addition, they will be reviewed when an incident occurs or a hazard is reported.

RELATED DOCUMENTS

- *OHS Procedures*
- *Employee Health & Safety Incident Form*
- *Work from Home Procedures & Safety Checklist*

Approval date: 2022-01-28