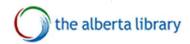
## OCCUPATIONAL HEALTH AND SAFETY POLICY



## 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 anylocation.
- 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

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