**OCCUPATIONAL HEALTH AND SAFETY POLICY**

|  |
| --- |
| IntentThe 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. |
| Policy1. Reporting to the Board, the CEO will ensure that:
	1. Hazards are identified and mitigated.
	2. Employees have equipment and training to perform work safely.
	3. Processes are regularly reviewed and updated.
	4. Expectations are clearly communicated to employees.
 |
| 1. Reporting to the CEO, employees will:
	1. Follow safe work procedures.
	2. Report any unsafe work or conditions.
	3. Arrive for work able to perform their duties safely.
 |
| 1. Contractors will:
	1. Comply with all legislation.
 |
| 1. 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.
 |
| 1. This policy includes TAL employees on TAL business at any location.
 |
| 1. This policy includes psychosocial hazards such as bullying and harassment, as well as physical hazards.
 |
| 1. 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: 2025-06-20*