

Warren-Newport Public Library District **Staff Manual**

501 Safety

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To assist in providing a safe and healthful work environment for employees, customers, and visitors, the Warren-Newport Public Library District (WNPLD) has established a workplace safety program. This program is a top priority for WNPLD. The Executive Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

WNPLD provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board and white board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Executive Director. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor or the person in charge. 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 of employment.

Regardless of how insignificant they may appear, all accidents should be immediately reported to the Human Resources Associate, as well as to the appropriate supervisor, the person in charge, or the Executive Director. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.