

SH 600 Responsibilities of Employees

SH 640 Safety

Adopted 5/04; Revised 5/07, 1/09, 4/11

Policy

The Metropolitan Library System (MLS) requires all employees and volunteers to follow safe working procedures. MLS has developed comprehensive health and safety programs. These programs comply with all federal, state and municipal laws, codes, regulations and standards relating to health, safety and the environment. These programs are assembled in the MLS Safety Manual maintained at each MLS location.

Safety standards applicable to the Library System are those prescribed by the Oklahoma Department of Labor, Public Employees Occupation Safety and Health (PEOSH) Division. Generally, these standards are the same as those issued by the Federal Occupational Safety and Health Administration (OSHA).

Responsibilities

Every employee or other person authorized to conduct MLS activities is responsible for complying with all applicable health and safety regulations, MLS policies and established work practices. This includes but is not limited to:

1. Responsible and careful performance of his/her job duties in such a manner as to ensure safety.
2. Abide by restrictions or limitations prescribed or recommended by the employee's doctor when performing physical activities.
3. Promptly report any accidents, injuries or unsafe working conditions to his/her immediate supervisor. These include malfunctioning equipment and work-related fires, accidents, incidents, injuries, illnesses and property damage.
4. Supervisors will report accidents within 48 hours of occurrence using appropriate reporting procedures as described in SH 540 and AS 700.1. See Policy & Procedure Manual for more details. If the accident is life threatening or results in a fatality, report immediately to Director of Human Resources and Executive Director.
5. Read and comply with all safety procedures
6. Attend established education and training sessions and comply with health and safety directions as described in the MLS Safety Manual
7. Use proper Personal Protective Equipment (PPE) as described in the MLS Safety Manual
8. Wear clothing that is in good repair and meets the requirements of the assigned work.
9. Ensure only PEOSH or OSHA approved equipment (including ladders and stools) is used at all times and are properly secured before using.
10. Know emergency plans and procedures for his/her work area.
11. Participate in required inspection and monitoring programs.
12. Consult Material Safety Data Sheets (MSDS) for chemicals used.
13. Use established safe-lifting techniques when moving heavy objects.
14. Maintain a clean and orderly work area.
15. Keep floors and walkways free of obstructions such as extension cords, open file drawers or loose supplies.

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16. Immediately remove spilled water or other liquid from floors and walkways.
17. Operate Library-owned vehicles in compliance with state and local laws.
18. Keep equipment in good repair.
19. Operate equipment only after receiving the proper training and use equipment only for the purpose for which it is designed.

MLS Safety Committee

The MLS Safety Committee has been established to promote the welfare and safety of library system employees. The Safety Committee is charged with the following duties and responsibilities:

1. The Committee Chair will assume the responsibilities of Safety Coordinator.
2. Recommend and support safety education and programs for library employees.
3. Formulate, review and/or recommend the adoption of safety policies.
4. Ensure system-wide compliance with all PEOSH and OSHA standards.
5. Monitor performance of all department safety inspections.
6. Review accident reports and resolve any unsafe practices and conditions
7. Review and approve all chemicals and equipment used to ensure safe practices

The Safety Committee members are appointed by and are responsible to the Executive Director. The committee is composed of Deputy Executive Director/Library Operations, Director of Facilities Maintenance, Director of Human Resources, Benefits Specialist and Headquarters Manager. Three additional members chosen will serve on the committee for a minimum of one year.