



AURORA PUBLIC LIBRARY BOARD
HEALTH AND SAFETY POLICY STATEMENT

The Aurora Public Library is committed to maintaining a safe and healthy workplace environment and encouraging worker interest and responsibility for safety. This Policy is directed to ensuring the well-being of workers and the undertaking of every reasonable precaution for the protection of workers.

The Aurora Public Library Board is vitally interested in the health and safety of its workers. The Board as the Employer is responsible for worker health and safety. It is committed to the development and maintenance of a Program which will fulfill this responsibility. The Library Board is dedicated to minimizing the risk of injury and will comply with legislative requirements and with the Health and Safety policies and procedures as they apply to the design, operation and maintenance of facilities and equipment.

It is in the best interest of both the Employer and its workers to commit jointly to health and safety in every workplace activity. Therefore, the Board encourages its workers to join in the creation and maintenance of a safe work environment and to protect their own health and safety by working in compliance with the law and with any safe work practices established by the Employer.

The achievement of the health and safety goals demands commitment, active support and the involvement of individuals involved with library operations at every level:

- It is the responsibility of each worker to work safely and report all unsafe or unhealthy conditions
- It is the responsibility of Managers to ensure that safe and healthy work conditions are maintained
- It is the responsibility of contractors and their staff to meet or exceed Library health and safety program requirements
- It is the responsibility of all workers to be committed to furthering their education regarding health and safety

Working together on a foundation of commitment and enthusiasm, the Library is firmly resolved to be successful in its health and safety efforts which will ultimately contribute to the effectiveness of the Library's operation.

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Effective Date: January 17, 2018	
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AURORA PUBLIC LIBRARY BOARD

VIOLENCE IN THE WORKPLACE POLICY

Aurora Public Library is committed to the prevention of workplace violence by providing a safe and secure working environment. This Policy is directed to ensuring the well-being of workers and the undertaking of every reasonable precaution for the protection of workers from violence in the workplace from all possible sources. This applies to all workers, which includes: employees, managers, temporary employees, students, volunteers, sub-contractors, customers, clients, as well as other employers, supervisors, workers, volunteers and members of the public, as applicable.

Workplace violence means:

- The exercise of physical force by a person, against a worker, in a workplace, that causes or could cause physical injury to the worker,
- An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

The Aurora Public Library Board is vitally interested in the health and safety of its workers and, as the Employer, is responsible for worker health and safety.

Aurora Public Library will ensure this Policy and the supporting Program are implemented and maintained. All workers will receive appropriate information and instruction on the contents of the Policy and the Program.

Violent behaviour in the workplace is unacceptable from anyone.

Every worker must work in compliance with this Policy and the supporting Program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats.

The Employer pledges to investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy of all concerned as much as possible.

Related APL Policies

1. Workplace Harassment Policy
2. Health & Safety Policy Statement

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AURORA PUBLIC LIBRARY BOARD WORKPLACE HARASSMENT POLICY

Aurora Public Library is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace. This applies to all workers, which includes: employees, managers, temporary employees, students, volunteers, sub-contractors, customers, clients, as well as other employers, supervisors, workers, volunteers and members of the public, as applicable.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, including workplace sexual harassment.

Workplace sexual harassment means:

- a. Engaging in a course of vexatious comment or conduct against an employee in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the Employer or manager relating to the management and direction of workers or the workplace is not workplace harassment. This Policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. Examples may include: changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of dress codes and disciplinary action.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. Refer to the Workplace Harassment Program for information on reporting any incidents of workplace harassment.

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers and workers are expected to adhere to this Policy. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If an employee needs further assistance, he or she may contact CUPE Local 905.02, a Joint Health & Safety Committee representative, the Human Rights Legal Support Centre or the Employee Assistance Program.

Related APL Policies:

1. Violence in the Workplace Policy
2. Health & Safety Policy Statement

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