

1002 - Employee Safety Guidelines

All employees are expected to use customary safety precautions and common sense in the performance of their duties. The Library has available a full range of equipment, tools, and safety "gear" for the range of typical uses in these settings. Examples:

1. Employees should use serviceable ladders (or non-skid "kick stools") for necessary climbing and reaching. It is NOT appropriate to use chairs, book trucks, tables, or anything else that could tip over, slide, or roll.
2. Employees should be especially careful (and use appropriate body position) when lifting boxes, heavy books, or other items with significant weight. Back support belts are available and employees are strongly encouraged to use them. Requests for personal support belts will be honored for Library use.
3. Employees should call the appropriate technician for repair, particularly for electric or electronic equipment or machines, as there is a risk of shock and short circuits, among other risks.

Each Library location is equipped with a first aid kit for treatment of minor injuries. It is the responsibility of the management in each location to request refill items as needed. All employees at each location should know the location and contents of the first aid kit provided there