

XXI. RISK MANAGEMENT POLICY

A. Purpose/Objective:

1. To establish risk management and safety policies to ensure a safe and healthy work environment.
2. To encourage staff and the general public to fully participate in said safety procedures.
3. To provide direction for efficient and safe operation of Library services and the maintenance thereof.
4. To develop and implement policies that will meet the safety criteria established by state regulations and consistent with suggested risk management procedures by the Library's insurance carrier.

B. Loss Control Responsibilities:

1. The Director, as the Library's chief administrative officer will have the overall responsibility to implement and monitor the loss control policies with specific responsibilities as follows:
 - i. Appoint a safety chair to implement the risk management program for the Library.
 - ii. Investigate accidents to ensure that cause factors are identified and proper corrective action is taken to prevent recurrence.
 - iii. Audit the program, with the safety chair, to appraise it for effectiveness in all situations.
2. The Safety Chair will be responsible for the direction of the risk management program, specifically:
 - i. Make recommendations to the Director for approval so that appropriate action can be taken.
 - ii. Maintain a risk management program that includes current practices that are effective in preventing injuries, vehicular safety, maintenance of Library buildings and equipment, and provision of efficient operation of services.
 - iii. Inform the Director and the Board of Trustees about status of matters affecting the risk management program.
 - iv. Coordinate compliance with federal, state, and local safety laws.
 - v. Provide adequate safety orientation, job training safety, and continuing safety instructions to all employees and volunteers. There must be an annual formal safety review at each annual staff development day. Winter driving safety instruction should be included in each branch managers November visit to headquarters.
3. The Library Board of Trustees, by resolution, will endorse all risk management policies and procedures, and will strive to allocate available and adequate funding to comply with requirements contained herein.

4. All Library Employees will adhere to all adopted policies to ensure efficient operation and maintenance of Library services and for their own safety and protection as well as the public they serve. Specific requirements as a condition of employment include:
 - i. Promptly and accurately report all accidents and injuries.
 - ii. Promptly report all unsafe actions and conditions to their supervisor.
 - iii. Keep work areas and access to these work areas, clean and safe at all times.
 - iv. Study, observe and obey all safety practices including the wearing of personal protective equipment when it is needed.
 - v. Cooperate with other employees to eliminate accidents.

C. Vehicle Safety:

1. The risk management policy applies to all activities within the scope of Library operations, including non-owned vehicles:
2. Vehicle Inspections:
 - i. The library vehicle will be serviced regularly and inspected at that time. Any defects or concerns with the vehicle should be reported to library administration, so they can be remedied before the vehicle is driven. A list of suggested tools to carry in the library vehicle is attached to this document.
3. Vehicle Maintenance:
 - i. The vehicle operator/owner is expected to maintain a safe vehicle for use on library business.
4. Vehicle Operation:
 - i. All vehicles will be operated only by employee-owners, and the use of seat-belts are mandatory when vehicle is in operation.
 - ii. Vehicle operators/owners must possess a valid State Driver's license, and submit a record of same to be placed in his/her personnel file.
 - iii. Vehicle operators/owners must provide proof of the required state insurance coverage.
 - iv. Employees will be reimbursed for the travel/mileage expenditures at the current Whitman County rate per mile when use is pre-approved by the Director. A minimum liability coverage of \$300,000 is advised.

D. General Safety

1. Personal Safety:
 - i. All employees must be fully aware of potential problem patrons and adhere to the "Problem Patron Manual". Especially each branch manager, when working alone, must have access to local law enforcement. Every employee must act upon their own "comfort" level in any situation and their decision should be respected.

- ii. Each employee, by law, must take a 15 minute break mid-morning and mid-afternoon in addition to at least a 30 minute lunch break. This is to insure the most productive work patterns and minimize stress and fatigue.
- 2. Personal Protective Equipment:
 - i. Any Library employee who performs a task that could result in injury or illness must wear protective equipment while performing such tasks. Examples include (but are not limited to):
 - a. Rubber gloves must be worn when working with any blood-borne pathogens (blood, vomit or any bodily fluid).
 - b. Rubber gloves must be worn when cleaning the public restrooms (see above).
- 3. Library Property:
 - i. Library buildings will contain necessary emergency equipment and supplies for fire protection and will be checked annually for any necessary repair or replacement. Fire/emergency exits will be well marked and easily accessible. The Headquarters building will be checked annually by the Fire Department to prevent fire hazards. Employees will be informed of evacuation procedures.
 - ii. Employees will report any obvious or potential safety or health hazard to their immediate supervisor.
 - iii. Exterior walks must be kept free of ice, snow, and other hazards at all locations.

- 4. First Aid and CPR:
 - i. Library employees are encouraged to obtain a First Aid/CPR card with Director or Supervisor approval and be compensated for their time.

- 5. Handicap Access:
 - i. It is the intention of the Library Board of Trustees that safe access to our facilities be provided to all people, including those with handicaps.
 - ii. Every effort should be made by each staff member to be aware of these needs and provide assistance when asked.

E. Vehicle Tools List:

- 1. First aid kit
- 2. Wheel blocks
- 3. Fuses
- 4. Jumper cables
- 5. Ice scraper
- 6. Shovel
- 7. Hand tool box

- i. Screwdrivers
 - ii. Pliers
 - iii. Adjustable wrenches
8. Flashlight
 9. Tow chain
 10. Warning triangle
 11. Handyman jack
 12. Blanket, gloves, and stocking cap.