

Safety

Abbott Library, Sunapee NH

OBJECTIVE

To ensure the health and safety of Library staff, volunteers and patrons, all Library staff shall adhere to the Town of Sunapee Safety and Health policies.

COMPLIANCE

The Library Director shall be responsible for the enforcement of these policies:

- Provide reasonable safeguards for all staff, volunteers and patrons.
- Identify and eliminate unsafe working conditions or practices.
- Make staff aware of health and safety practices.
- Require all staff and volunteers to cooperate with all stated Safety and Health policies.
- Investigate accidents or incidents to determine the cause, and act to prevent any recurrence.
- Evaluate all areas of safety and report recommendations to the Trustees.

UNSAFE BEHAVIOR

Library patrons are required to follow the Code of Conduct Policy approved by the Trustees. Disruptive behavior is deemed to be inappropriate.

Any staff member who observes or receives complaints of inappropriate behavior may:

- Handle the problem directly with the individual with the witness of another staff member
- Request assistance for the Library Director or another staff member
- Call police (911) if the situation is of a severe, violent or emergency medical situation. If the threat of violence is imminent, staff should use their best judgment which may include leaving the building immediately and seeking assistance.
- The Director shall be notified as soon as possible when a staff member and witness confront a library user who violates the Code of Conduct. If the activity continues, a warning is to be given. If the patron refuses to abide by the Library's Code of Conduct, he or she shall be asked to leave the premises. The police may be called in at the discretion of the Director or staff.

PROCEDURES

- Report all unsafe conditions and practices immediately to the Library Director.
- Use common sense and care to prevent injury to themselves and others.
- Keep aisles and exits clear at all times.
- Immediately report any incidents or injuries to the Director.
- Be aware of the location of the first aid kit, fire extinguishers and AED
- Two staff members must be present for the Library to be open to the public. On Saturdays, when only two staff members are scheduled to work, each staff member will be paid for a one half hour lunch in recognition that staff members must stay in the Library during their required lunch break. Employees should not clock out for this half hour.
- Staff shall keep their work areas clean and hazard-free.

MISCELLANEOUS

Smoking is prohibited on library property. Alcoholic beverages are not allowed on library property at any time unless authorized by the Sunapee Fire Chief.

In case of inspection by an OSHA Inspector, the Library Director shall be notified, if not on the premises. It is the responsibility of all staff to make the inspector's visit to the library as pleasant and timely as possible.

INJURY REPORTING

All injuries shall be reported to the Director. Reported information should include:

- How the injury occurred
- What was happening when the injury occurred
- Who was present at the time of injury
- When and where the injury happened
- Any additional pertinent information.

EMERGENCY RESPONSE PROCEDURES

In case of an emergency dial 911.

The circulation desk, staff office and director's office are equipped with a silent alarm to the police department. All staff are required to be familiar with the operation of this system.

In the case of serious injury or death, the Director shall cooperate with all safety and police personnel. The Director shall complete an accident report which shall be shared with the Library Board of Trustees.

Additional rules and regulations may be issued and posted as needed.

Approved by the Abbott Library Board of Trustees 14 July 2009

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