



## POLICY

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TITLE: Health, Safety, and Wellness

POLICY NUMBER: 057

EFFECTIVE DATE: 3/22/2017

REVIEW DATE: 3/1/2025

SUPERSEDES POLICY NUMBER: HR 006

AUTHORIZED BY: Board of Trustees

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1. Purpose: To provide direction to staff on Health, Safety and Wellness.
2. Scope: This policy applies to the staff of TRL, including volunteers.
3. Policy:
  - a. The Facilities Manager is designated as the Safety Officer.
  - b. Workplace accidents shall be reported as soon as possible and to Human Resources within 24 hours--within 7 hours if the accident results in a fatality or two or more employees are hospitalized.
  - c. All employees shall practice safety in the workplace and are encouraged to participate in health and wellness initiatives. Employees shall:
    - i. Follow safety rules;
    - ii. Wear personal protective equipment when required;
    - iii. Report hazardous conditions and job safety and health issues to:
      1. the employee's immediate supervisor,
      2. the Health, Safety and Wellness Committees,
      3. or the Safety Officer.
  - d. Report on-the-job injuries and illnesses and get medical attention when needed.
4. References: TRL Safety Guidelines; Bloodborne Pathogens Guidelines
5. Citations: Washington Industrial Safety and Health Act (WISHA) RCW 49.17  
Chapter 296-24 WAC

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, March 22, 2017