



# Health, Safety, and Wellness Policy

Policy Number: 057  
Supersedes Policy #HR 006

Authorized by: Board of Trustees

Effective: 9/28/2022

Review Date: 3/01/2025

1) **Purpose:**

To provide direction to staff on Health, Safety, and Wellness and define the parameters of the established Wellness Program

2) **Scope:**

This policy applies to the staff of Timberland Regional Library (TRL), including volunteers.

3) **Background:**

The health of TRL employees directly affects their wellbeing and their ability to perform their job duties and provide services to its customers.

4) **Definitions:** None.

5) **Policy:**

A. The Operations Director is designated as the Safety Officer.

B. Workplace accidents shall be reported as soon as possible and to Human Resources within twenty-four (24) hours or within seven (7) hours if the accident results in a fatality or two (2) 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:

1. Follow safety rules
2. Wear personal protective equipment when required; and
3. Report hazardous conditions and job safety and health issues to
  - The employee's immediate supervisor
  - The Health, Safety, and Wellness Committee
  - The Safety Officer

D. Report on-the-job injuries and illnesses and get medical attention when needed.

E. Participate in the Wellness Program if desired. The purpose of the program is to encourage and support employee wellness by providing resources, information, and opportunities for TRL employees to make choices that lead to active, healthy lifestyles.

1. Program components include regular communication, wellness related resources and campaigns, health and risk assessments and questionnaires.

2. The Program is sponsored by the Manager, Human Resources and guided by the Health, Safety, and Wellness Committee (HSWC).
3. The HSWC is comprised of a cross-section of TRL employees and management. The HSWC oversees the activities of the Wellness Program and is responsible to act as liaisons to bring ideas forward and champion wellness activities.


6) **References:**

- A. Bloodborne Pathogen Exposure Control Plan.

7) **Citations:**

- A. Washington Industrial Safety and Health Act (WISHA) *RCW 49.17*  
Chapter 296-24 WAC.

 9/28/2022  
Cheryl Heywood, Executive Director

 9/28/2022  
Nicolette Oliver, President

*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.*

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