



Health, Safety, and Wellness Policy

Policy Number: 057
Supersedes Policy #HR 006

Approved: 03/22/2017

Effective: 03/22/2017 - 03/01/2025

Authorized by: Board of Trustees

Review Date: 12/01/2024

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) **Background:** None.

4) **Definitions:** None.

5) **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 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:
 - a. The employee's immediate supervisor;
 - b. The Health, Safety, and Wellness Committee's; and
 - c. The Safety Officer.


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


6) **References:**

A. TRL Safety Guidelines; Blood Borne Pathogens Guidelines.

7) **Citations:**

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

 3/22/2017
Cheryl Heywood, Executive Director

 3/22/2017
Stephen Hardy, 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.