SAFETY POLICY

PURPOSE: The Almond Library is committed to providing a healthy and safe work environment for its employees and preventing occupational illness and injury. The Safety Policy of the Almond Library is designed to comply with the Standards of the Occupational Safety and Health Administration, and to endeavor to maintain a safe and injury/illness free workplace, as well as a safe place for patrons.

Compliance with the following Safety Policy and all items contained therein is mandatory for all employees of the library. The authorization and responsibility for enforcement has been given primarily to the Library Directors.

POLICY: It is library policy that accident prevention be a prime concern of all employees. This includes the safety and well-being of our employees, and patrons, as well as the prevention of damage to property and equipment.

Firearms, alcoholic beverages, marijuana, tobacco, or illegal drugs are not allowed on library property at any time. The use or possession of illegal drugs, marijuana, tobacco, or alcoholic beverages by employees on the jobsite will result in immediate termination.

- Alcohol will be permitted on premises when New York State Liquor Authority permits a "one-time event" permit to the library for special events.

This Safety Policy applies to all employees and patrons of the Almond Library. The Safety rules also apply to subcontractors and anyone who is on a library project site. Every employee is expected to comply with the Safety Policy, as well as OSHA health and Safety Standards.

Reporting of Injuries

All employees will be held accountable for filling out an Incident Report immediately after an injury occurs, even if medical treatment in not required. Notice must be made at or near the time of the injury and on the same day of the injury. Employees must report the injury to the Library Director. A casual mention of the injury will not be sufficient. Failure to report an injury immediately is a violation of the Safety Policy and may lead to employee disciplinary action.

Contact information for witnesses shall be taken at the time of the incident. Photographs of the area where the incident occurred and any other relevant items are to be taken. The completed accident report form will be sent to the property insurance company and shared with the library Board of Trustees and the Director's discretion.

Adopted by the Library Board of Trustees on 04/30/2026