

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

Policy Title	HR 11 – Workplace Safety		
Approval Date	January 1, 1982	Revision Date	September 17, 2024
Purpose	To set forth the District's policies for workplace safety.		
Scope	Applies to all District employees and volunteers.		

Spokane County Library District (the District) will comply with all applicable federal, state, and local health and safety regulations, and provide a work environment as free as practicable from recognized health and safety hazards.

The District's approach to workplace safety and health is intended to be proactive and all inclusive. Employee safety depends on the safety consciousness of everyone.

Managers and supervisors are responsible for ensuring their employees understand and comply with the District's safety rules and are trained in safety matters related to their position.

Employees are responsible for promptly reporting any observed safety and health violations, unsafe or potentially hazardous conditions, and any accidents/incidents resulting in personal injury/illness or property damage to their supervisor or manager. All employees are responsible for maintaining a safe work environment and following the District's safety protocols.

The District shall make a good faith effort to remedy hazardous conditions as quickly as possible.

Additional information can be found in the District Safety Manual.

11.01 Accident Reporting

In case of an accident occurring on District-owned or operated property, or while traveling on library business, which results in personal injury or illness, regardless of the nature or severity of the injury or illness, the employee must promptly (within 24 hours) notify their immediate supervisor and complete the District's Accident Report form.

11.02 Facility Inspection & Fire Drill

To ensure the safety and well-being of District employees and customers, each facility is inspected by the appropriate manager/supervisor along with the Facilities Manager and/or Facilities Specialist on a continuous basis. The purpose of the inspection is to identify and correct any real or potential problems that may impact the safety and well-being of District staff, library customers, and visitors.

Fire extinguishers, alarms, and emergency lighting for each facility are inspected annually. Fire drills are also to be conducted at least annually in each District-operated facility to ensure staff are fully able to carry out the facility's evacuation plan.

11.03 Hazardous Materials Communication Program Policy

In the rare event that employees may be exposed to hazardous chemicals used by a contractor or vendor providing general cleaning or landscaping services to the District, or in the course of building maintenance activities, the District will maintain the appropriate Material Safety Data Sheets.

11.04 Weapons in the Workplace

To assure a safe environment for employees, customers, and other visitors, the District prohibits employees or volunteers from wearing, transporting, storing, or otherwise possessing firearms or other dangerous weapons while present on District property, and/or performing job-related functions. Any employee or volunteer in possession of a firearm or other dangerous weapon while present on District property, and/or performing job-related functions, is subject to disciplinary action up to and including termination. Employees or volunteers in possession of a valid concealed weapons permit are not exempt from this policy.

The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.