



www.pueblolibrary.org

Work Environment

02.09.01 Safety & Security/Work-Related Injuries and Illnesses

PCCLD is committed to a safe work environment for all employees. As part of new employees' orientation, safety guidelines are reviewed by the Manager or Human Resources. Employees are expected to become familiar with and follow safe work practices. Employees are also expected to report any unsafe practices, conditions or suspicious activity to their Manager or member of the Manager Team.

To ensure employees safety, employees should become familiar with their assigned facility's security procedures and the emergency notification systems including the location of fire alarms, fire extinguishers, exits and safe meeting places in the event of a building evacuation. In the event of an emergency, employees should take appropriate action as instructed, including escorting any customers or visitors out the building to the appropriate location if evacuation is necessary as long as it does not put the employee in danger.

Dispensing Medication to the Public

To protect the health and safety of patrons and staff, library employees are strictly prohibited from dispensing, administering, recommending, or handling any form of medication (prescription or over-the-counter) for members of the public, including minors. This includes—but is not limited to—pain relievers, allergy medications, antiseptics, ointments, or medical devices (e.g., EpiPen's or inhalers).

Library staff should direct patrons, including minors, in need of medical assistance to contact an appropriate caregiver or medical professional or call 911. Violations of this policy may result in disciplinary action, up to and including termination of employment.

Work-Related Injuries and Illnesses

Employees who sustain work-related injuries or illnesses must inform their Manager, Person in Charge (PIC) or the Human Resources Department immediately.

No matter how minor an on-the-job injury may appear, it is important that it be reported immediately to ensure that the employee does not lose their right to workers compensation insurance coverage. Any employees observing an on-the-job accident that occurs to a fellow employee during work hours must also inform their Manager and/or the Human Resources Department. In addition, all accidents involving customers or visitors on PCCLD property must be reported.

DRAFT

DRAFT