

Policy 3-4-9. Facilities Maintenance and Safety

Revised 5/15/2024

Josephine Community Library District (JCLD) is committed to promoting a safe and healthy work environment. Staff and management regularly come together in a cooperative effort to communicate and evaluate safety and health issues and continually improve upon safety and health policies and procedures. JCLD complies with OROSHA Rule 437-001-0765(7) by maintaining a safety committee and holding an all-staff quarterly safety meeting. JCLD strives to follow ALA guidelines for safe libraries.

The committee is comprised of at least three members including the library director and their designees. Additional membership on the committee is open to all staff and volunteers and all members shall serve at the discretion of the library director. The committee will agree on a chair.

The committee will have regular training in the principles of accident and incident investigation and be trained in hazard identification relevant to library operation. Members are compensated at their regular rate of pay and must conduct business on company time. The committee provides meeting minutes to all staff and keeps a record of all meetings for three years.

Safety meetings shall include discussions of safety and health issues, accident investigations, causes and suggested corrective measures. Suggestion boxes are provided at all four JCLD branches for staff and volunteers to submit anonymous suggestions to improve safety and health at the library. The committee reviews these recommendations at their quarterly meetings.

Inclement weather inspections are the responsibility of the library director or designee. When a storm is forecasted, a preventive inspection will be done to ensure the facilities are prepared for the storm. After the storm has passed, another inspection is conducted to identify any damage incurred and repairs needed. Recommendations for repairs are made to the library director.

JCLD provides inspection training for staff as necessary and in alignment with staff responsibilities as person in charge. JCLD will conduct annual refresher training for relevant staff that includes existing inspections as well as any new conditions to be aware of.

For details about the building preventive maintenance program, including the checklists and schedules, contact the library director or their designee.