



# WADSWORTH PUBLIC LIBRARY EMPLOYEE MANUAL

**Chapter:** Employee Conduct  
**Section Number:** 7.11  
**Section Name:** Workplace Safety  
**Last Revised:**

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The Wadsworth Public Library regards workplace safety as a fundamental value of the Library and is committed to the safety and health of its employees and the public it serves. It is the Board's intention, through the Director, to actively inspect work processes and work sites in order to anticipate and prevent harmful incidents. The Director has the responsibility for implementing, administering, monitoring and evaluating the safety program.

- A. Employees of the Wadsworth Public Library must comply with all established work safety rules, including applicable Ohio Public Employment Risk Reduction standards. Employees will be provided with information about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos and others.
- B. Employees and supervisors will receive periodic workplace safety training on all aspects of the Safety Program including potential safety and health hazards as well as safe work practices and procedures.
- C. Employees must immediately report all accidents and/or unsafe conditions that occur on the job or on Library property. Damaged or malfunctioning machines or equipment must be reported immediately. These reports should be made to the Director and/or immediate supervisor.
- D. An employee who violates safety standards, who causes hazardous or dangerous situations, or who fails to report or, where appropriate, remedy such situations, may be subject to disciplinary action.
- E. In the case of an accident that results in injury, regardless of the apparent insignificance of the injury, employees must immediately notify the Director or the appropriate supervisor. (See **Section 7.11 ON THE JOB INJURY**)
- F. Employees have the right to request an OSHA inspection by filing a written notification with the Chief of the Division of Occupational Safety and Health for any violation of a work safety standard that they believe threatens serious physical harm or creates imminent danger of death. The identity of an employee requesting an inspection will be confidential.
- G. An employee may refuse to work, only if all of the following conditions are met:
  - 1. The employee acts in good faith and believes the work conditions present an imminent danger of death or serious harm and is not a normal, reasonable component of the employee's job.

2. The employee has filed **a report** requesting correction of the conditions, or, if there was insufficient time to eliminate the danger through the reporting process, the employee perceives him/herself or others to be in imminent danger of death or serious harm.
3. Disciplinary action will be imposed on any employee who refuses to perform assigned tasks without meeting the conditions set forth for refusal.
4. An employee who refuses to work must immediately submit a written signed statement of the conditions presenting imminent danger of death or serious harm to the Chief of the Division of Occupational Safety and Health.
5. Employees having met all of the conditions outlined above, and refusing to work, may be reassigned.
6. No employee will be discriminated against in any job decision as a result of filing a good faith complaint of a violation of workplace safety or testifying in any proceeding related to an alleged violation or danger.