

Chapter 8 SAFETY

The Library staff is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the Library Director. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy situations, may be subject to disciplinary action, up to and including termination of employment, in accordance with the City of Ralston's Policy Manual.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Library Director or designee. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures.

SECTION 1: TRAINING

The Library Director or designee will train employees to ensure they observe prudent safety precautions. Employees are responsible for following established safety rules and procedures. The Director will ensure that first aid supplies are maintained in clearly marked locations and that each employee knows what to do in case of fire and/or disaster.

The Assistant Director serves on the City's safety committee.

SECTION 2: BUILDING MAINTENANCE

The library building and grounds will be kept in a well maintained and safe manner. The Library Director will direct the maintenance on day-to-day items.

Any broken or worn out materials/furniture should be reported to the Director. The Library Director will use discretion in the disposal, repair, and/or replacement of items. The Library Director will consult the Board on issues in excess of normal maintenance or about major safety issues of a non-emergency nature.

SECTION 3: EMERGENCIES AND EVACUATIONS

Every employee must know the proper procedures for addressing emergency situations. Employees will direct customers to immediately evacuate the building using the safest route or to take emergency shelter in the library.

The Library staff is instructed not to discuss the situation with the news media or other outsiders. Inquiries should be courteously and tactfully directed to the Library Director and the Police Officer in charge.

SECTION 4: INCLEMENT WEATHER POLICY

In the case of inclement weather, the Library Director will exercise his/her discretion in determining the need for closing the Library. During severe weather, personnel should be alerted to the possible hazardous conditions caused by tornadoes, lightning, wind, etc. Library staff will monitor local radio announcements and the weather radio warnings for severe weather watches/warnings.

The library will be open during adverse weather conditions such as snow and ice storms, except in the most extreme weather conditions, as long as library staff is present. All employees are urged to use their discretion in deciding when they can commute safely to work. Employees must contact the Library if they cannot safely commute to work.

Approved August 16, 2007
Revised August 19, 2010; reviewed July 18, 2013

SECTION 5: LIBRARY CLOSING POLICY

During extreme weather conditions and emergency situations, closing city buildings rests with the Mayor in alignment with the City's policies. The Library Director will contact the Mayor and follow City guidelines.

If it is necessary to close the Library for a non-emergency, the Board reserves the right to be consulted at a regularly scheduled meeting prior to the closing. Advance notice of the closing will be made public.

If the library is to be closed for any reason during regular business hours, the City Clerk's office will be notified. The Library will follow the City's policies on inclement weather and official building closing. Notification of the closing will be posted online.

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