

**OTTUMWA PUBLIC LIBRARY**  
**POLICY AND PROCEDURE**

Name of Policy:           **SAFETY RULES & REGULATIONS**

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**Purpose:**           To eliminate unsafe conditions and to strive to create new methods of identifying and correcting possible safety hazards before they occur. All tasks performed by the staff of the Ottumwa Public Library will be performed with the highest regard given to individual safety of the employee, as well as for the safety of the patrons using the library.

**Procedure:**

1.    **Eye Protection:**       Safety precautions, including the wearing of protective goggles/glasses will be taken during the following jobs. tree-trimming, operation of electrical saws or hedge clippers, and other hazardous assignments as determined by the Director.
  
2.    **Mowing/Snow Removal:**   All machines will be stopped and shut-off when checking and adjusting equipment. The operator will check areas where work is to be done to ensure that all debris, rocks, glass, etc., is removed from the area prior to operating equipment. The operator will wear leather shoes or boots.
  
3.    **Maintenance and Storage Area, Use of Equipment/Supplies:**   All hazardous materials, containers, paints, etc., will be properly and promptly stored and closed upon completion of work. All equipment will be stored and cleaned at the end of each period of usage. All tools, such as ladders, screwdrivers, wrenches, etc., will be put away in their proper storage location at the end of each period of usage. Supplies will be stored and monitored upon purchase. Each day, the entire library grounds will be examined for possible foreign objects, which may be potentially hazardous to the public or the employees. Parking lots, lawn, walks, and steps will be kept free of debris such as glass, cans, oil, etc., and any other material or object potentially harmful to the public or employees of the library.
  
4.    All employees will wear protective latex gloves when cleaning up any accident sites with blood, body fluids, or other potentially hazardous pathogen-laden material.

5. All staff will attend required safety training sessions as presented by the City of Ottumwa.
6. Staff will be trained periodically in the use of fire extinguishers located in the library.

Date revised: 114 March 2011

By: Ottumwa Public Library Board of Trustees