



SER 10

SAFETY POLICY

PURPOSE

The Library is making every effort to insure a safe working environment. These general rules have been established for guidance. Please become familiar with these rules.

POLICY

The Board and the Library Director will always welcome suggestions which will promote safety.

1. Common sense is the most important safety rule of all. Please use it at all times.
2. When working in the stack area, be sure to be aware of the stools to avoid tripping. Do not climb shelves to reach the top, use a stool.
3. Make sure all ladders and stools are well balanced and safe before ascending them.
4. Do not lean on the bookstacks as they may domino.
5. Make sure all book carts are balanced. An unbalanced load can cause a cart to tip over.
6. Keep gasoline and other flammable cleaning solvents in the fire safe cabinet provided for that purpose.
7. Keep the throw rugs flat to avoid tripping.
8. Do not attempt to lift or push objects or boxes of books which may be too heavy. Ask for help when needed. Learn to lift the right way to avoid strains, bend the knees, keeping the upper body erect, then push up with your legs. This method is much easier and safer.
9. Smoking is not permitted in the library.
10. When taking material from drawers, be sure to close the drawer immediately to avoid tripping over an open drawer.
11. Report any injury or unsafe condition to the library director as soon as possible.