

LA GRANGE PARK PUBLIC LIBRARY

HEALTH SAFETY GUIDELINES AND PROCEDURES

In order to maintain a healthy working environment, it is important for all staff to follow general safety precautions to keep their work environment as clean and sanitary as possible.

CLEANLINESS AND WASTE DISPOSAL:

1. The Library provides soap for staff and patron use in areas where sinks are located. Staff should wash hands regularly to prevent the transfer of germs. Waterless hand gel is also available at the Children's Department Desk, the Circulation Desk and the Reference Desk.
2. Plastic liner bags are used in all restroom trash containers for safe disposal. When emptying trash containers staff should never reach into trash containers but empty them into a larger bag.
3. Tactile surfaces commonly used by patrons and employees will be sanitized regularly.

EMERGENCY MEDICAL ASSISTANCE:

1. Serious injuries should be referred to **911**, appropriate medical providers, or parents if the injured individual is a child. **BE SURE TO FILL OUT AN INCIDENT REPORT FOR ANY TYPE OF INJURY!** Staff should become familiar with and follow emergency medical procedures as stated in the Emergency Manual and be aware of the location of the nearest first aid supplies.
2. Since the staff members are not designated as primary first aid providers, they should deal only with such incidents as scraped knees, bloody noses, etc., which require use of tissues, paper towels, and Band-Aids. No medicinal products that are designated to be ingested will be stocked by the Library or given out for staff or patron use.
3. Staff are required to wear plastic gloves to minimize exposure to blood borne pathogens if they need to assist a patron who is bleeding. This is for the protection of the staff member and the patron.
4. Staff are required to submit an incident report of any medical emergency to the Administrative Services Department before the end of the working day. Report should include names of all first aid providers and receivers, description of circumstances of the accident, date and time.

Adopted: 9/98
Reviewed:
Revised: 11/03, 05/08

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SUSPECTED WORK EXPOSURE GUIDELINES:

If it has been determined through investigation that a staff member has become infected while at work as a result of performing his or her job, the Library through Worker's Compensation, will provide the staff member with post exposure treatment for hepatitis or AIDS. **Therefore, any and all incidences of possible exposure should be reported immediately to the Executive Director.** Any staff member who is offered post-exposure treatment must sign a waiver if he/she chooses to refuse treatment.

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