

LA GRANGE PARK PUBLIC LIBRARY

HEALTH SAFETY GUIDELINES AND PROCEDURES

In order to maintain a healthy working environment, all staff should 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. Staff members are not designated as primary first aid providers. Accordingly, staff members should deal only with minor incidents such as scraped knees or bloody noses which require use of tissues, paper towels, and Band-Aids. No medicinal products designed or intended to be ingested will be stocked by the Library or distributed to staff or patrons.
3. Staff shall wear plastic gloves to minimize exposure to blood borne pathogens when assisting a patron who is bleeding. This is for the protection of staff and patrons.
4. Staff shall submit an incident report of any medical related incident to the Administrative Services Department before the end of the working day. The incident report should include names of all first aid providers and receivers and a description of the circumstances of the accident, including date and time.

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SUSPECTED WORK EXPOSURE GUIDELINES:

If a staff member becomes infected or exposed to infection as the result of assisting a patron or during the course of employment, the Library will notify the Library's insurance carrier(s). Appropriate care or treatment will follow.

All incidences of exposure or possible exposure shall be reported immediately to the Executive Director.

Any staff member who refuses treatment or care following exposure to infection shall sign a waiver.