

**Latah County Library District
Administrative Policy
Approved March 22, 2005; Reviewed January 2006**

6.0 BUILDING AND FACILITIES

6.2 Safety

The safety of staff and patrons is vitally important. All employees will accept responsibility for their and patron safety and conduct themselves in an appropriate manner.

Latah County Library District recognizes the need for development of safe working conditions and practices.

Staff will immediately report all accidents to their supervisor.

All safety and conduct code policies and procedures will be followed and enforced.

Be alert to unsafe conditions and report them immediately to your supervisor.

Use common sense in all work related activities.

Do not attempt to work when your physical or mental condition will not permit safe performance on the job.

Take proper care of tools, equipment, or vehicles placed in your charge and report needed repairs or unsafe working conditions to your supervisor.