

Workplace Safety

To best serve our patrons and employees and to provide for the protection of property and assets, we support the establishment of a safety program. The Library Director is charged with maintaining such a program and we expect each employee to participate in accomplishing the goals of our safety program. Participation includes acting responsibly and complying with established safety policies and procedures. Our safety goals can only be achieved with everyone's cooperation.

The safety and health of Sayville Library patrons and employees is of utmost importance to the Board of Trustees. The overall goal of our safety and loss prevention program is to prevent on the job injuries, illnesses and accidents; therefore, safety and health will be an integral part of our organization's philosophy.

The Library provides information to employees about workplace safety and health issues through regular internal communication channels such as new employee orientation, staff meetings, departmental meetings, bulletin board postings, memos, and other written communications.

Employees are required to immediately report any unsafe condition to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination.

Employees are required to immediately notify their supervisor of accidents that result in injury. Such reports are necessary to comply with laws and to initiate insurance and workers' compensation benefits procedures.

No employee who, in good faith, reports a safety violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline. This statement is intended to encourage and enable employees to raise safety concerns within the organization prior to seeking resolution outside the organization.

Adopted: May 17, 2005
Revised: September 11, 2017