

Health, Safety, and Wellness Policy

Purpose

To provide direction to staff on Health Safety, and Wellness and define the parameters of the established Safety and Wellness Programs.

Scope

This policy applies to all staff of Timberland Regional Library (TRL), including volunteers.

Policy

The Safety Officer shall serve as the chair of the Safety, Health, and Wellness Committee.

By law, TRL must report to L&I the death or in-patient hospitalization of any worker within 8 hours and any non-hospitalized amputation or loss of an eye within 24 hours due to an on-the-job injury. All employees shall practice safety in the workplace and are encouraged to participate in health and wellness initiatives. Employees shall:

- Follow safety rules and procedures.
- Wear personal protective equipment when required; and
- Report hazardous conditions and job safety and health issues to both the employee's immediate supervisor and the Safety Officer.
- Report on-the-job injuries and illnesses to their supervisor and Human Resources and get medical attention when needed.

Participation in the Wellness Program is encouraged. The purpose of the program is to support employee wellness by providing resources, information, and opportunities for TRL employees to make choices that lead to active, healthy lifestyles.

- Program components include regular communication, wellness related resources and campaigns, health and risk assessments and questionnaires.
- The Program is sponsored by the Manager, Human Resources and guided by the Health, Safety, and Wellness Committee (HSWC).
- The HSWC is comprised of a cross-section of TRL employees and management. The HSWC oversees the activities of the Wellness Program and is responsible to act as liaisons to bring ideas forward and champion wellness activities.

Background

The safety and health of TRL employees directly affects their wellbeing and their ability to perform their job duties and provide services to their customers.

References

Bloodborne Pathogen Exposure Control Plan Bio-hazard Kit Instructions

Chemical Hazard Communication Policy #091

Epidemic, Pandemic and Communicable Diseases Policy #024

Employee Accident Report Form

TRL Standards of Conduct

Violence Response Procedure

Citations

Washington Industrial Safety and Health Act (WISHA), RCW 49.17, WAC Chapter 296–24, and WAC 296–800–13020.

Effective: 07/22/2026

Review Date: 07/01/2029

Policy Number: 057

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.