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Village of Villa Park Safety Policy

The Library Board of Trustees endorses the Village of Villa Park Safety Policy, adopted by the Village Board of Trustees on December 16, 1991. The Library Board of Trustees strongly believes the tenets of this policy apply to all employees and users of the Villa Park Public Library.

A copy of the *Village of Villa Park Safety Policy* follows.

Approved 12/18/1991

Village of Villa Park Safety Policy

It takes a collaborative effort on the part of elected officials, village management, employees and the community to create an on-going successful safety program. The welfare of Villa Park residents is an integral component of every village employee's job. Employees' commitment to serving the public in a safe and efficient manner is supported by the efforts of this Village Board. Our approval of programs and expenditures directly affecting the safety and health of village employees also protects the interests of the public.

The village management, consisting of the Manager and Department Heads, is committed to implementing programs and practices that ensure a safe work environment for all employees. They are kept fully informed, by the Village Risk Manager, of government regulations involving safe work standards, and they maintain professional affiliations with associations governing their operations. In 1992 each department will establish a safety program including quarterly meetings that enable employees in similar positions to discuss issues related to the safe execution of their jobs. Management is also responsible for encouraging and providing appropriate training for all employees.

First line managers, including Supervisors, Watch Commanders, Foreman, etc., are responsible for implementing on a daily basis sound operating procedures. They take an active role in safety meetings and training programs to insure each employee is adequately educated before attempting to do their jobs. Along with their Department Heads, they are involved in the investigation, reporting, and remediation of safety hazards which results in accidents or near-miss injuries.

Finally, each employee is responsible for their own safety. This may be accomplished by following established procedures, suggesting improvements to procedures and adopting an attitude that recognizes safety is the primary concern when doing any job. Employees are responsible for reporting safety hazards, injuries, or incidents in a timely manner and will fully participate in any investigation.

In 1991 a Village Safety Committee was established, involving representatives from

all departments and at all levels. The function of this committee is to help create an enduring safety program and encourage participation by all village employees.

Together we can create a safe work place and community.

Adopted by the Village of Village Park Board of Trustees, 12/16/1991