



8 Route 129 | Loudon, NH 03307 | MaxfieldLibrary.com | (603)798-5153

Safety Policy

The administrators of the Maxfield Public Library are committed to maintaining a safe and healthful environment for its employees, volunteers, and guests.

The following guidelines are the foundation for implementing this commitment:

- Maxfield Public Library (MPL) is concerned with the health, safety, and security of its employees and the public it serves.
- MPL staff will participate regularly in Joint Loss Management Committee (JLMC) meetings with other town departments (including Loudon Police, Loudon Fire, and Code Enforcement) and make all reasonable recommended improvements and changes recorded by JLMC members.
- Employees will immediately report any recognizable hazards to the Library Director.
- Employees are encouraged to identify and suggest changes which could improve the health and safety of the work environment.
- The Library Board of Trustees and management will take all reasonable steps to prevent workplace injuries and to create a safe and healthful work environment.
- Employees must consider their safety, the safety of their co-workers, and the safety of library guests a priority. MPL is open to everyone provided they do not harass others, employ threatening and/or hostile behavior or use derogatory language against staff or library guests. Such behaviors will not be tolerated.
- The Library Director (or other designated staff member) must be notified of any incidents or accidents as soon as possible. Incident and Accident Reports must be documented immediately (see attached).

trustee

date

trustee

date

trustee

date

Approved March 1995

Revised January 2021

INCIDENT/ACCIDENT REPORT

to be completed by staff within 12 hours of incident/accident

Incident date _____

Incident time _____ **am/pm**

Location of incident _____

Injured person's name _____

Address _____

Phone number(s) _____

Date of birth _____

Details of incident _____

Witness(es)

_____ staff? y/n _____ staff? y/n

_____ staff? y/n _____ staff? y/n

Type of injury _____

Does injury require call to 911? y/n

Does injury require physician's care? y/n

What kind of medical attention was provided on-site? _____

Injured person's signature _____

Witness(es) signature _____

Library Director signature _____