

Accidents/First Aid/Unsafe Working Conditions

All accidents involving employees during working hours or while on Library premises, and all other accidents in which the Library or its property are involved directly or indirectly, including those involving patrons of any age, are to be reported *immediately* to the Director or designee.

Any unsafe working conditions are to be reported as soon as possible to a supervisor, the Director, or designee.

A small first aid kit is available at the Library Circulation Desk if necessary. The Water Office has an accessible defibrillator.

Bloodborne Pathogens Policy

- A. While normal library operations are not likely to involve circumstances exposing employees or users to bloodborne pathogens, the Du Quoin Public Library complies with Illinois Department of Labor regulations and therefore the federal Occupational Safety and Health Administration regulations relating to occupational exposures to bloodborne pathogens which have been incorporated by administrative actions.
- B. Exposure Determination: No particular job classification of the Library has occupational exposure (meaning “reasonably anticipated...contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties”), however, emergencies may occur with staff or patrons, particularly youth or elderly patrons, to which library employees in all classifications may be called upon to respond with assistance. Or emergencies with “out of control” individuals (e.g. biting, spitting, etc.) could present an individual threat.
- C. Universal Precautions: All potential circumstances of exposure must be taken into account by the Library and its employees to protect against exposures. Hepatitis B (HBV), Hepatitis C, human immunodeficiency virus (HIV), and other bloodborne pathogens found in human blood and other body fluids cause life-threatening diseases. In emergency or other such circumstances, when contact with blood or other potentially infectious materials may result, the Library’s approach to infection control requires all human blood and body fluids to be treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens. Engineering and work practice controls shall be used to eliminate or minimize employee exposures, and if a possibility of exposure remains, personal protective equipment shall also be used.
- D. Exposure Control Plan: At any time within the Library environment that human blood, human body fluids, or other potentially infectious materials are presented, the area contaminated shall be immediately cordoned off and quarantined, even if the entire library must be closed to accomplish this completely. Personal protection clothing, such as gloves including latex-free, gowns, masks, etc., shall be provided and used in the cleanup and safe disposal of contaminated waste such as diapers, blood-tinged materials (e.g. Band-Aids, gauze, cotton, clothing, etc.), etc. If advisable, a professional hazardous/contaminated cleanup firm shall be contacted and retained for complete cleanup and decontamination. The quarantine shall be effective until complete cleanup and disposal is obtained. Hand-washing facilities are provided by the Library and must be used by the employees as soon as feasible,

including following the removal of personal protective equipment. A complete record of all incidents, exposures, cleanup, and disposals shall be kept as required by the regulations.

- E. Training and Immunizations: The Library shall provide directly or through System, State, or associational programs, annual in-service training/educational programs for all affected employees. Any employee who has an occupational exposure shall be offered, at no charge, the hepatitis B vaccine series, in accordance with the regulations. Following the report of an exposure incident, the Library will make immediately available to the exposed employee or employees a confidential medical evaluation and follow-up as provided in the regulations.

Procedures during Environmental Disasters

Tornado

Listen to weather radio-warn patrons about status of weather during tornado watch.

Make announcement to patrons when tornado watch has shifted to warning. Advise patrons to seek substantial shelter.

At sirens-evacuate patrons from library to middle hallway or rest rooms. Strongly urge adults not to exit the building during the incident. When clear- make sure all children contact parents or guardians.

Fire

Lead all patrons to the City Parking Lot through the closest accessible exit.

If all ways are unobstructed; one staff member will exit with patrons out the front door, checking city hall before leaving, the other staff member will exit through the back door, checking the bathrooms for patrons or workers.

Earthquake

Get under the closest desk or table.

Announce to patrons to get under the closest desk or table.

Exit the building, with all patrons, when possible.

Contact City Manager, City Engineer, or Police Dept., to determine if building is safe to re-enter.