

MONITORING REPORT

Subject: Board Policy A.22, Safety & Security Practices

Prepared by: Danielle McDonald, Chief Executive Officer

Prepared for: Ottawa Public Library Board

Meeting of: April 16, 2012

Date of preparation: April 4, 2012

Executive Limitations Policy *Safety & Security Practices* was approved by the Board on April 12, 2010. The monitoring report was last presented to the Board on April 11, 2011. The policy states:

The CEO shall ensure the Library's practices concerning the safety and security of OPL Staff are exercised across the system, including within its mobile services, by:

- 1. Establishing written policies and procedures that comply with the Occupational Health and Safety Act (OHSA) and subsequent amendments, such as Bill 168*
- 2. Providing information and training on the policies to OPL Staff to ensure corporate understanding of the OHSA and the requirements of the Act*
- 3. Informing the Board of any legislative changes that may impact the carrying out of their duties and responsibilities*

During 2011, several steps were taken by the OPL to improve its safety and security position including deployment of new cash safes to select branches and facilities upgrades at Vernon, Alta Vista, and Ruth E. Dickinson which addressed many threat risk analysis items. Additionally, as a result of motion 054-11 approving safety plan expenditures on August 18th of 2011, the OPL was able to address all threat risk analysis recommendations at another one-third of all

branches. OPL worked closely with Corporate Security to achieve completion in December 2011 of all improvements identified in the scope of the project.

The Ottawa Public Library has in effect policies related to: Occupational Health and Safety, Violence in the Workplace as well as Workplace Harassment. All three policies pre-date the introduction of Bill 168 in June of 2010 and are closely related to policies as enacted by the City of Ottawa with some clarifications pertaining specifically to the OPL.

Additionally, the Ottawa Public Library Safety Plan outlines guidelines and procedures for, among other items, Education and Awareness, Threat Risk Analysis, Access to Ottawa Public Library Sites, Budget and Reporting considerations.

In an effort to promote a comprehensive, best practices approach to Risk Management as well as align with City of Ottawa practices, Library Senior Management has approved the consolidated reporting of Safety and Security as a subcategory included in the Risk Management portfolio. This approach was incorporated into the OPL Risk Management Framework Update received by the Board on February 13, 2012.

I report compliance.

I hereby present my monitoring report on Executive Limitations Policy Safety & Security Practices. I certify that the information contained in this report is true.

Signed: _____

Date: _____

Danielle McDonald
Chief Executive Officer