

IX. HEALTH AND SAFETY

IHLS is committed to providing a safe and healthy working environment. In an effort to maintain a culture of safety, all employees are looked to for support and participation in this effort. Employee will participate in trainings periodically to ensure all procedures and actions plans are distributed and communicated. All training will be documented to ensure all staff have received training in a timely fashion.

To reduce contagious illnesses , it is highly encouraged that anyone who feels ill to stay at home. It is also encouraged that staff remain at home if they suspect they are contagious. Employees are also encouraged to wash their hands frequently and use hand sanitizers.

Many staff members share common spaces, employees are expected to maintain their work areas in a clean hazard free manner. The common gathering areas for staff are to be clean and obstacle-free as well. Employees are also asked to periodically disinfect their work area(s), desktop printers, keyboards, telephones, etc. to help prevent the spread of germs.

Should an employee become aware of any accidents, illnesses, incidents, or other unsafe conditions, it is the responsibility of that employee to report the issue to a supervisor (or designee). It is understood that situations may arise when an employee may contract a contagious illness, should this happen, employees will be asked to provide medical documentation of their ability to perform the essential functions of their job and/or that the employee is no longer contagious.

A. Blood Borne Pathogens

While normal operations within IHLS do not involve circumstances exposing employees or members to blood borne pathogens, IHLS still expects employees to handle bodily fluids and potential infectious materials in a safe manner. Whenever an employee has come in contact with blood, bodily fluids, or other potentially infectious materials, employees should treat these fluids as though they are known to be infectious. Should such an incident occur, employees should immediately closed off the area (if necessary) to ensure that other staff or members are not exposed. Safeguard the area by properly cleaning the area with an appropriate disinfectant and gather the soiled or used items in the proper hazardous material container and dispose of all item properly. Employees who are assisting in such situations should wear personal protective equipment appropriate for the infectious material. Proper disposal procedures should be used for in the disposal of exposed clothing. A supervisor should then be notified of the incident. A confidential medical post- exposure follow-up will be offered to any employee who has had significant exposure.

B. Drug Free Workplace

Illinois Heartland Library System (IHLS) is committed to providing and maintaining a workplace that is safe and productive. Alcohol and drug abuse pose a threat to the health and safety of Illinois Heartland Library System employees and the security of the organization's equipment and facilities. For these reasons, Illinois Heartland Library System is committed to the elimination of drug and alcohol use in the workplace.

This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to a representative of Human Resources. The matter will be discussed with Human Resources and the employee. The employee's supervisor may be included in the discussion to determine what job modifications can be made that will enable the employee to safely and satisfactorily perform their essential job duties while taking the medication. Whether time off work is necessary will be dependent upon all relevant factors such as the nature of their job duties, how long the employee will need to take the medication, and what restrictions are in place.

IHLS may consider an employee to be under the influence of cannabis in the presence of a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination; demeanor, including irrational or unusual behavior; or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

All employees are prohibited from manufacturing, distributing, dispensing, possessing, or using illegal drugs or intoxicating substances while on Illinois Heartland Library System property. This includes parking areas and grounds or while performing work duties assigned by IHLS. Off-duty alcohol or marijuana usage is not prohibited by this policy. However, employees must be aware of any potential effect off-duty alcohol or marijuana consumption may have on their judgment or ability to perform the essential functions of her or his job.

NOTIFICATION OF IMPAIRMENT

Each employee will be responsible for reporting any observations of impairment. Every employee who observes or has knowledge of another employee in an impaired state or who presents a hazard to the safety and welfare of others should promptly report the issue to his or

her immediate supervisor. (Reporting can occur via an anonymous whistleblower anonymous form. See *Enforcement* below.)

Employees are subject to testing based on (but not limited to) reports and observations by at least two members of management of apparent workplace use, possession, or impairment. The Human Resources department (HR) should be consulted before **any** employee is sent to a facility for testing. Management must use the Reasonable Suspicion Observation Checklist to document specific observations and behaviors that create a reasonable suspicion that an employee is under the influence.

Examples include:

- Odors (including the smell of alcohol)
- Movements (unsteady, fidgety, dizzy)
- Eyes (dilated, constricted, or watery eyes or involuntary eye movements)
- Face (flushed, sweating, confused or blank look)
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts)
- Emotions (argumentative, agitated, irritable, drowsy)
- Actions (yawning, twitching)
- Inactions (sleeping, unconscious, no reaction to questions)

When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. If the employee is to be tested for the presence of marijuana, IHLS will give the employee the opportunity to contest the basis of the determination that the employee is under the influence of cannabis or impaired by cannabis before being subjected to testing.

Refusal by an employee to undergo testing when directed to do so by management will be treated as a positive drug test result and will result in disciplinary action up to and including termination of employment.

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

ENFORCEMENT

Illinois Heartland Library System may investigate potential violations and require employees to undergo drug/alcohol screening, including urinalysis, blood tests, or other appropriate tests. Searches of all areas of Illinois Heartland Library System's physical premises, including work areas, desks, workstations, and company vehicles, may be conducted where appropriate. Employees who refuse to cooperate with searches or investigations, refuse to submit to screening, or fail to execute consent forms when required by Illinois Heartland Library System will be subject to disciplinary action up to and including termination. If an employee has concerns about any co-worker being under the influence or impaired by drugs or alcohol, the employee may report these concerns anonymously using the whistleblower anonymous form

provided to employees, which goes directly to the Executive Director. The matter will be handled in a manner consistent with IHLS policy.

CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the organization will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

POST-ACCIDENT

Employees are subject to testing when they cause or contribute to accidents that seriously damage an IHLS vehicle or property or that result in an injury to themselves or another employee requiring offsite medical attention. The investigation and subsequent testing will take place within two hours following the accident, if not sooner. If an employee refuses to be tested, this action will be treated as a positive drug test result and will result in immediate termination of employment. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

CUT-OFF LEVELS

Any employee with alcohol test results indicating a blood alcohol concentration (BAC) of .02 or greater will be considered to have a positive alcohol test. For drug screens, the testing will include an initial test. If that initial test indicates the presence of any illegal drugs (including marijuana), a confirmatory test will be conducted on the same sample. The cut-off levels for drugs for both the initial and confirmatory tests will be the cut-off levels used for testing employees who are covered by Department of Transportation regulations. A positive test for any illegal drugs at these cutoff levels will be considered a positive test.

CONSEQUENCES

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet IHLS believes he or she is impaired, under **no** circumstances will the employee be allowed to drive himself or herself home.

Employees will be paid for time spent in alcohol or drug testing and removed from the work scheduled pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will return to active work duty. Should the test results be positive, the employee will be subject to disciplinary action, up to and including discharge from employment.

Under the Drug-Free Workplace Act of 1988 which covers IHLS as a federal grantee, the unlawful manufacture, distribution, dispensing, or use of a controlled substance is prohibited in IHLS's workplace. Violation of this prohibition will result in discharge. As a condition of employment, employees are required to abide by the terms of this policy and to notify the Executive Director or the HR Representative within five (5) calendar days if he or she is convicted for a violation of a criminal drug statute which occurred in the workplace.

DRUG-FREE AWARENESS

Alcohol abuse and the use of illegal drugs are serious workplace problems. Nearly three-fourths of those who use illegal drugs also work, and alcohol remains the leading drug of abuse, as one in every ten people in the United States has a problem with alcohol. People often do not leave their drug and/or alcohol problems at home and bring them into the workplace. Substance abuse can affect all segments of the workforce ranging from employees with repetitive tasks to managers under stress.

Dangers of drug abuse in the workplace include decision-making issues: Employees who use alcohol and/or drugs often make poor decisions and have a distorted perception of their ability and/or reality.

The impact of drug and/or alcohol use in the workplace can result in reduced innovation, reduced creativity, reduced competitiveness, and poor daily and strategic decision-making. The presence of an employee with drug and/or alcohol problems places a strain on relationships between co-workers. Organizations that appear to condone drug and/or alcohol use create the image that the organization does not care about its employees, the quality of its work, or the success of the organization. The impact of this can include higher turnover, diminished quality of work, and reduced team efforts. Substance abusers tend to neglect their nutrition, sleep, and other health needs, and substance abuse also suppresses the immune system. The impact of this can be a higher health benefit usage, increased use of sick time, and more absenteeism and tardiness. Substance abuse also results in employees being physically and mentally impaired on the job. Substance abuse interferes with job satisfaction and motivation to do a good job, which results in reduced output, increased errors in work, lower quality work, and, ultimately, reduced customer satisfaction.

EMPLOYEE ASSISTANCE

Illinois Heartland Library System makes an Employee Assistance Program available to all employees. We encourage any employee who believes he or she has issues with drug and/or alcohol use to contact a representative of Human Resources to get information about this program before the employee violates this policy. Illinois Heartland Library System will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other IHLS policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to

document that they are successfully following prescribed treatment. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face possible discipline, up to and including discharge.

Entrance into a treatment program does not relieve an employee of the obligation to satisfy Illinois Heartland Library System's standards regarding employee performance, and participation will not prevent Illinois Heartland Library System from administering discipline for violation of its policies. Working within this program does not relieve the employee of his or her responsibility to perform his or her job in a safe and efficient manner. Illinois Heartland Library System may require any employee who has gone through substance abuse treatment to be evaluated by a company-selected physician before being allowed to return to work.

C. Smoke-Free Illinois

IHLS provides an environment that is smoke free. Smoking is not permitted in any IHLS building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in IHLS vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified public health department, or the local police department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination and could, under State law, be fined \$100 for the first offense and \$250 for each subsequent offense.

D. Roadway Safety

Employees are sometimes required to drive in the course of conducting IHLS business or for the purpose of their job position. Employees with this responsibility must be in possession of a valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct business must provide proof of valid vehicle insurance on their vehicle. Such proof must also be kept in the employee's vehicle.

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect IHLS' insurance rates must notify his or her supervisor within 5 days of such conviction or receipt of the violation. Payment for tickets or summons issued to employees as a result of violating the law (except for unavoidable vehicle defects) while on business will be the responsibility of the employee.

Employees are also expected to will display courteous driving habits while conducting IHLS business. Failure to exercise roadway safety and courteous driving habits can result in disciplinary action, up to and including termination.

IX. HEALTH AND SAFETY

IHLS is committed to providing a safe and healthy working environment. In an effort and to complying with applicable federal and state occupational health and safety laws. To maintain a culture of safety accomplish this, all employees are looked to for must support and participat participation in this effort. Employee will participate in Mandatory trainings will be periodically offered to ensure all procedures and actions plans are distributed and communicated employees. All training will be documented to ensure all staff have received training in a timely fashion. Training must be documented.

To reduce contagious illnesses such as influenza, it is highly encouraged that anyone who feels ill to stay employees are encouraged to stay at home. It is also encouraged that staff remain at home if they suspect they are contagious. Employees are also encouraged to wash their hands frequently and /or use hand sanitizers.

Many staff members share common spaces, E employees are also expected asked to maintain keep their work areas in a clean hazard free manner. and t The common gathering areas for staff are to be general workplace clean and obstacle-free as well. Employees are also asked to should also periodically disinfect their work area (s), desktop printers, keyboards, telephones, etc. to help prevent the spread of germs.

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equipment clothing, such as disposable gloves appropriate for the infectious material.

Proper disposal procedures should be used for in the disposal of exposed clothing. A supervisor should then be notified of the incident. A confidential medical post- exposure follow-up will be offered to any employee who has had significant exposure.

B. Drug Free Workplace

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of any potential effect off-duty alcohol or marijuana consumption may have on their judgment or ability to perform the essential functions of her or his job.

NOTIFICATION OF IMPAIRMENT

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Examples include:

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When reasonable suspicion testing is warranted, both management and HR will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test within two hours. If the employee is to be tested for the presence of marijuana, IHLS will give the employee the opportunity to contest the basis of the determination that the employee is under the influence of cannabis or impaired by cannabis before being subjected to testing. **Refusal by an employee to undergo testing when directed to do so by management will be treated as a positive drug test result and will result in disciplinary action up to and including termination of employment.**

Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

ENFORCEMENT

Illinois Heartland Library System may investigate potential violations and require employees to undergo drug/alcohol screening, including urinalysis, blood tests, or other appropriate tests.

Searches of all areas of Illinois Heartland Library System's physical premises, including work areas, desks, workstations, and company vehicles, may be conducted where appropriate. Employees who refuse to cooperate with searches or investigations, refuse to submit to screening, or fail to execute consent forms when required by Illinois Heartland Library System will be subject to disciplinary action up to and including termination. If an employee has concerns about any co-worker being under the influence or impaired by drugs or alcohol, the employee may report these concerns anonymously using the whistleblower anonymous form provided to employees, which goes directly to the Executive Director. The matter will be handled in a manner consistent with IHLS policy.

CONFIDENTIALITY

Information and records relating to positive test results, drug and alcohol dependencies, and legitimate medical explanations provided to the organization will be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files. Such records and information may be disclosed among managers and supervisors on a need-to-know basis and may also be disclosed when relevant to a grievance, charge, claim, or other legal proceeding initiated by or on behalf of an employee or applicant.

POST-ACCIDENT

Employees are subject to testing when they cause or contribute to accidents that seriously damage an IHLS vehicle or property or that result in an injury to themselves or another employee requiring offsite medical attention. The investigation and subsequent testing will take place within two hours following the accident, if not sooner. If an employee refuses to be tested, this action will be treated as a positive drug test result and will result in immediate termination of employment. Under no circumstances will the employee be allowed to drive himself or herself to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

CUT-OFF LEVELS

Any employee with alcohol test results indicating a blood alcohol concentration (BAC) of .02 or greater will be considered to have a positive alcohol test. For drug screens, the testing will include an initial test. If that initial test indicates the presence of any illegal drugs (including marijuana), a confirmatory test will be conducted on the same sample. The cut-off levels for drugs for both the initial and confirmatory tests will be the cut-off levels used for testing employees who are covered by Department of Transportation regulations. A positive test for any illegal drugs at these cutoff levels will be considered a positive test.

CONSEQUENCES

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture, or dispense an illegal drug in violation of this policy will be terminated. If the employee refuses to be tested, yet IHLS believes he or she is impaired, under **no** circumstances will the employee be allowed to drive himself or herself home.

Employees will be paid for time spent in alcohol or drug testing and removed from the work scheduled pending the results of the drug or alcohol test. After the results of the test are received, a date and time will be scheduled to discuss the results of the test; this meeting will include a member of management and Human Resources. Should the results prove to be negative, the employee will return to active work duty. Should the test results be positive, the employee will be subject to disciplinary action, up to and including discharge from employment. Under the Drug-Free Workplace Act of 1988 which covers IHLS as a federal grantee, the unlawful manufacture, distribution, dispensing, or use of a controlled substance is prohibited in IHLS's workplace. Violation of this prohibition will result in discharge. As a condition of employment, employees are required to abide by the terms of this policy and to notify the Executive Director or the HR Representative within five (5) calendar days if he or she is convicted for a violation of a criminal drug statute which occurred in the workplace.

DRUG-FREE AWARENESS

Alcohol abuse and the use of illegal drugs are serious workplace problems. Nearly three-fourths of those who use illegal drugs also work, and alcohol remains the leading drug of abuse, as one in every ten people in the United States has a problem with alcohol. People often do not leave their drug and/or alcohol problems at home and bring them into the workplace. Substance abuse can affect all segments of the workforce ranging from employees with repetitive tasks to managers under stress.

Dangers of drug abuse in the workplace include decision-making issues: Employees who use alcohol and/or drugs often make poor decisions and have a distorted perception of their ability and/or reality.

The impact of drug and/or alcohol use in the workplace can result in reduced innovation, reduced creativity, reduced competitiveness, and poor daily and strategic decision-making. The presence of an employee with drug and/or alcohol problems places a strain on relationships between co-workers. Organizations that appear to condone drug and/or alcohol use create the image that the organization does not care about its employees, the quality of its work, or the success of the organization. The impact of this can include higher turnover, diminished quality of work, and reduced team efforts. Substance abusers tend to neglect their nutrition, sleep, and other health needs, and substance abuse also suppresses the immune system. The impact of this can be a higher health benefit usage, increased use of sick time, and more absenteeism and tardiness. Substance abuse also results in employees being physically and mentally impaired on the job. Substance abuse interferes with job satisfaction and motivation to do a good job, which results in reduced output, increased errors in work, lower quality work, and, ultimately, reduced customer satisfaction.

EMPLOYEE ASSISTANCE

Illinois Heartland Library System makes an Employee Assistance Program available to all employees. We encourage any employee who believes he or she has issues with drug and/or

alcohol use to contact a representative of Human Resources to get information about this program before the employee violates this policy. Illinois Heartland Library System will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other IHLS policies. Such employees will be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment. Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee will have forfeited the opportunity to be granted a leave of absence for treatment and will face possible discipline, up to and including discharge.

Entrance into a treatment program does not relieve an employee of the obligation to satisfy Illinois Heartland Library System's standards regarding employee performance, and participation will not prevent Illinois Heartland Library System from administering discipline for violation of its policies. Working within this program does not relieve the employee of his or her responsibility to perform his or her job in a safe and efficient manner. Illinois Heartland Library System may require any employee who has gone through substance abuse treatment to be evaluated by a company-selected physician before being allowed to return to work. IHLS adheres to the Illinois Drug Free Workplace Act (30 ILCS 580). Any applicant offered a position will be required to submit and successfully complete a pre-employment drug screen prior to beginning employment with IHLS.

~~Drug and alcohol abuse may also be a violation of criminal law. Employees are hereby notified that the unlawful manufacture, distribution, sale, possession, or use of a controlled substance, including cannabis, is prohibited in the IHLS workplace. The manufacture, distribution, sale, possession, or use of illegal look-alike drugs and drug paraphernalia, and the consumption of alcoholic beverages is also not permitted in the IHLS workplace.~~

~~The Executive Director and the HR Representative will establish a drug and alcohol free awareness program to inform the employees about the dangers of drug abuse and alcohol use in the workplace, the drug free workplace policy, available resources for counseling, rehabilitation, and employee assistance programs, and penalties that may be imposed upon employees for drug or alcohol violations. Each employee will be given a copy of the Drug Free Workplace policy. A copy of the policy is also posted in prominent places.~~

~~As a condition of employment, employees must abide by the terms of this policy and shall notify the Executive Director or the HR Representative of any criminal drug statute conviction for a drug violation. Such notification shall occur no later than five (5) days after such conviction.~~

~~Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment, and notification to the applicable law enforcement~~

~~agencies. Depending on the circumstances, the Executive Director or the HR Representative may impose other sanctions and require the satisfactory participation in a drug abuse assistance or rehabilitation program. The Executive Director or the HR Representative may refer the employee to EAP for assistance in selecting a course of action in the event drug counseling, treatment, and rehabilitation are chosen.~~

~~Any employee who suspects that another employee is violating the Drug-Free Workplace Policy, or who desires counseling on coping with potential alcohol or drug abuse, is strongly urged to contact the Executive Director or the HR Representative.~~

C. Smoke-Free Illinois

IHLS ~~will provide~~s an environment ~~for its employees and members~~ that is smoke free. ~~In accordance with Illinois State law (Public Act 095-1029), s~~Smoking is not permitted in any IHLS building or within 15 feet of any building entrances, exits, windows that open, or ventilation intakes. Smoking is also not permitted in IHLS vehicles.

Employees with complaints about smoking shall direct such complaints to their immediate supervisor for resolution. All complaints will be promptly and thoroughly investigated. Complaints can also be filed with the Illinois Department of Public Health, a local State certified public health department, or the local police department. Any employee found to have violated this policy will be subject to disciplinary action, up to and including termination ~~and could.~~Additionally, under State law, ~~a person who smokes in an area where smoking is prohibited can~~ be fined \$100 for the first offense and \$250 for each subsequent offense.

~~No individual may be discriminated against in any manner because of the exercise of any rights afforded by the Smoke-Free Illinois Act.~~

D. Roadway Safety

~~Some e~~Employees are sometimes required to drive in the course of conducting IHLS business ~~or for the purpose of their job position.~~ Employees with this responsibility~~Such employees~~ must be in possession of an ~~appropriate v~~ valid driver's license, are required to obey all traffic laws, and must use a seat belt. Employees who use their own vehicles to conduct business must provide~~maintain~~ proof of valid vehicle insurance o~~in~~ their vehicle. ~~Proof of s~~Such proof must also be kept in the employee's vehicle. ~~insurance must also be presented periodically to IHLS.~~

The consumption of alcohol or the use of an illegal, controlled substance is prohibited. Any employee who is convicted of driving while under the influence of alcohol or drugs or who receives a driving violation (even if received while driving a personal vehicle) which may affect IHLS' insurance rates must notify his or her supervisor within 5 days of such conviction or receipt of the violation. Payment for tickets or summons issued to employees

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