

# An Attitude of Safety

Maintaining an attitude of safety is a critical part of staying safe on the job. Here are six fundamental elements of a good safety attitude that can direct safer work habits.

- **Awareness:** Pay attention. Stay alert to the possible hazards in your work environment so that you can take steps to correct or guard against them.
- **Focus:** Concentrate on the task(s) at hand. Distractions, boredom or fatigue can lead to accidents and other safety hazards.
- **Strength:** Have the strength to do the right thing even when it's easier not to. Follow safety procedures and post orders completely, every time.
- **Patience:** Take the time to do things correctly every time — like always buckling your seatbelt, even on quick trips. There are no shortcuts to safety.
- **Responsibility:** Take responsibility for a safe work environment to benefit yourself and others.
- **Thought:** Stop to think before you act. Accidents are not always the result of bad luck. They occur when someone decides — consciously or not — to take a chance. Be smart and avoid taking unnecessary risks.

From <http://www.securitasmobileus.com/Portals/60387/docs/Jun09.pdf>

# Safety Checklist

✓ Date

- \_\_\_\_\_ Found locations of emergency exits
- \_\_\_\_\_ Learned evacuation routes, saw evacuation maps
- \_\_\_\_\_ Found locations of fire extinguishers
- \_\_\_\_\_ Read Emergency Procedures Manual
- \_\_\_\_\_ Informed how to use panic button
- \_\_\_\_\_ Found Safety Committee page
- \_\_\_\_\_ Works with safety in mind



## Dauphin County Library System

### Administrative Offices

101 Walnut Street  
Harrisburg, PA 17101

Phone: 717.234.4961  
SafetyCommittee@dcls.org



**Safety**matters:  
Safety Procedures,  
Guidelines,  
& Important Information



THE DAUPHIN COUNTY  
LIBRARY SYSTEM  
**LIBRARY**  
OPEN FOR DISCOVERY

DCLS.ORG

# Welcome to The Library!

The Safety Committee welcomes you to the Dauphin County Library System. While employed here, you are encouraged to work in a safe manner and to report any unsafe conditions to a manager, supervisor, or the safety committee.

The current Safety Committee members are:

- Dan Bowman, Co-chair
- Ann Marie Megoulas, Co-chair
- Deanna Bowers, Secretary
- Mary Ann Long, HR Generalist
- June Weaver
- Susan Anderson
- Ray Holland
- Essie Lehman
- Michele Robertson, Minute Taker

You can contact the Safety Committee through email at [safetycommittee@dcls.org](mailto:safetycommittee@dcls.org).



## Situational Awareness

- Work with safety in mind at all times.
- Look for the emergency exits, fire extinguisher locations, and evacuation maps when entering an unfamiliar building.
- Learn safety procedures .
- Find out where the panic buttons are and learn how to use them.



## Emergency Procedures Manual

In order to keep all staff informed about DCLS's policies as they regard to safety, an Emergency Procedures Manual has been created. Staff members are advised to read the manual at the time that they are hired and every year thereafter near the anniversary of their hire date.

To learn where the Emergency Procedures Manual(s) are located at the library that you are working in, check with a manager or supervisor.

## Safety Committee Section of DCLS Staff Page

Click on the Safety Committee link on the Dauphin County Library Staff page for access to some of the common training topics. ([www.dcls.org/safety](http://www.dcls.org/safety))



## Library Line

Be sure to read the Safety Committee's monthly training topics which will be printed in the **Library Line** newsletters and posted in your Library's lunch rooms.

## Evacuations

If evacuations are necessary, then proceed quickly, but safely to the prearranged rally point. See chart below for each library's meeting place.



Library	Evacuation Meeting Place
AFL	"Grassy island" in parking lot
ESA	East Lot: Maintenance shed West Lot: Top of mall stairs
EV	Softball field behind the Library
JOH	Front-bottom of cement steps near the 'Open' flag or rear basketball court near the football field <i>(During the school day we only use the front meeting area.)</i>
KL	The Dauphin County District Justice next to the Library on the same side of the street (538 S. 29th St.)
MOM	North side of the Goodwin Memorial Baptist Community Center next to the Library
MRL	Across the street from the Library at the corner of Front and Walnut St.
ND	The road sign when leaving from the front of the building or the back parking lot when leaving the back of the building