

06. SAFETY MANAGEMENT

6.1. Safety Management Program

BOS approved – September 19, 2018

(Policy 8-1. - Self-Inspection Safety Program of Dec 21, 2005, is hereby cancelled)

Employees of the Sheriff's Office will operate under the Sheriff's policy regarding Safety Management in lieu of this policy.

6.1.1. Purpose. The Fluvanna County Safety Management Program provides for the safety, health and security of County employees and the public we serve. This policy applies to all County departments, agencies, and constitutional offices, with exception of the Sheriff's Office. The responsibility for maintaining a safe and healthful work environment extends to all elected officials, employees, volunteers, and contractors conducting business on behalf of Fluvanna County, and to the visitors and public we serve.

6.1.2. Policy. It is the policy of the County of Fluvanna to:

A. Provide for the protection and well-being of employees and the public. The County is committed to providing a safe and healthy workplace.

B. Integrate safety and health considerations into business planning, decision-making and daily operations by developing, implementing, and supporting the Safety Management Program.

C. Conduct all County operations in compliance with all applicable laws and regulations, as well as the County's own ordinances and established procedures.

D. Ensure that jobs having a potential for employee injury within our facilities are evaluated and controlled.

E. Provide staff with required types of personal protective equipment (PPE), engineering controls, and procedures suitable for the work to be performed. No unprotected person shall knowingly be subjected to a hazardous work condition.

6.1.3. Responsibilities. This section describes specific roles and responsibilities of each participant in the County Safety Management Program.

A. Board of Supervisors. The Board of Supervisors provides the leadership and direction of the County's overall health and safety program.

B. County Administrator. Responsibilities include:

1. Providing executive management oversight of the safety program with administration delegated to the Safety Committee as described herein.

2. Establishing performance goals in cooperation with Agencies, Department Heads, and Constitutional Officers and with the assistance of the Safety Committee.
3. Prioritizing safety program elements to achieve the maximum reduction of risk and greatest program improvement.
4. Requiring all departments to comply with the elements of the County Safety Management Program and that the program is periodically evaluated.
5. Evaluating requests for resources to achieve program implementation and success.
6. Keeping the Board of Supervisors informed of significant safety issues.

C. Department Heads, Agency Heads, and Constitutional Officers,

Senior leaders are responsible for County Safety Management Program implementation within the departments and facilities, and for operations under their immediate control. These responsibilities include:

1. Providing leadership and resources necessary to implement the County Safety Management Program within the department.
2. Designating and supporting Department Safety Coordinator(s) consistent with the requirements and responsibilities outlined in this policy.
3. Promoting the development of effective programs pertaining to occupational health and safety, accident and injury prevention, hazardous materials management, fire prevention and emergency preparedness risks.
4. Maintaining compliance with health and safety regulatory requirements.
5. Setting departmental safety programs goals and objectives.
6. Ensuring employee participation in safety program elements.
7. Requiring accountability for safety practices.
8. Ensuring that job-specific physical and environmental requirements are included in all position descriptions.
9. Providing job-specific occupational health and safety training to department employees including Virginia-OSHA training requirements.

10. Requiring supervisors and safety committee members to conduct prompt and thorough investigations of employee accidents, incidents, and employee hazard reports, including an analysis of corrective actions to prevent additional injuries.

11. Including safety communications in Department staff meetings and through other forms of organizational communication on an ongoing basis.

12. Ensuring that periodic inspection procedures are implemented.

13. Directing an annual review and update of department safety policies to reflect changes in operations or procedures.

D. Safety Committee. The Safety Committee is responsible for advising and supporting the County Administrator and all County departments in implementing and maintaining the County Safety Management Program.

1. Advise management and employees of their roles and responsibilities for the safety program.

2. Support departments in developing effective programs pertaining to occupational health and safety, injury and illness prevention, hazardous materials management, fire prevention and emergency preparedness.

3. Monitor changes in health and safety regulations and provide updates to departments as applicable.

4. Review job-specific hazard assessments and revise every two years.

5. Administer countywide training programs on specific safety issues with broad application to multiple County departments.

6. Assist departments in identifying safety and regulatory training needs; assist in the coordination of the training.

7. Conduct quarterly Safety Committee meetings, at minimum, as a forum to disseminate information on County safety initiatives and legislative or regulatory changes to Department Safety Coordinators.

8. Respond to employee hazard reports and facilitate inspections and report findings and recommendations to the County Administrator for review.

9. Assist with correcting hazards identified through inspections, accident investigations, or employee hazard reports.

10. Support Departments during Virginia-OSHA inspections.

11. Review Accident/Incident Investigation Reports and assist with investigations.

12. Support the County's New Employee Orientation process by providing current safety materials and information.

E. Department Safety Coordinators

1. Manage, administer, and coordinate the County Safety Management Program within their areas of responsibility as directed by the County Administrator and the Safety Committee.

2. Prepare periodic and special reports for department management regarding injuries and illnesses; identify trends or changes that require management attention and recommend corrective action where appropriate.

3. Recommend departmental safety processes and procedures to maintain safe working conditions and safe work practices.

4. Serve as a source of information for safety policies, procedures, and requirements to supervisors and employees within the department.

5. Actively participate as the department's designated liaison at Safety Committee meetings.

6. Assist Agency/Department management and supervisors in promoting safety awareness and education programs.

7. Assist Agency/Department management in conducting periodic assessments of hazards, risks, and management systems.

8. Coordinate the Agency/Department's Emergency Preparedness procedures with guidance from the Emergency Management Coordinator.

9. Post the OSHA 300a form provided annually by Human Resources.

10. Maintain and track all filed employee hazard reports.

F. Employees. County employees have a significant responsibility for their own safety and the safety of others in the workplace, and for supporting the safety practices of the organization. These responsibilities include:

1. Complying with the County and department Safety Management Programs and all other safety practices, programs and procedures.

2. Maintaining knowledge of their department's procedures and actively participating in department safety activities as requested by managers/supervisors.

3. Successfully completing required general and job-specific safety and health training.

4. Actively participating in the County Safety Management Program by reporting incidents and injuries, attending safety meetings, reporting problems and recommending improvements to reduce workplace hazards.

5. Informing their supervisor/manager of any unsafe activity, behavior, or condition.

6.1.4. Safety Committee Composition. Membership consists of:

- A. Assistant Public Works Director
- B. Building Official
- C. Human Resources Manager
- D. Emergency Management Coordinator
- E. Department Safety Coordinators

6.1.5. Department Safety Coordinator Assignment

A. All departments and agencies are required to designate a Department Safety Coordinator to assist with implementing the County Safety Management Program within their department and to serve on the Safety Committee.

B. Designated individuals must have the authority, skills, and abilities to effectively lead the safety program and have access to the department/agency head or his/her designee for safety-related issues.

C. Department Safety Coordinators may be assigned to cover more than one department with agreement of the respective department heads.

D. Departments may assign additional personnel to assist the Department Safety Coordinator with their responsibilities, as needed.

E. Coordinators, through study and training, are required to have adequate knowledge and skills in the following:

- 1. County and agency/department safety programs, and their requirements.

2. Safety and health regulations and requirements and related topics (e.g., Emergency Preparedness, Ergonomics, Hazard Communication, etc.).

3. County's Workers' Compensation Program and return-to-work procedures.

6.1.6. Safety Inspections. The Safety Committee will establish the types of inspections to be conducted and determine the frequency of completion.

A. Type and Frequency of Inspections

1. Formal, periodic inspections of all County buildings and work sites, including work processes and procedures.

2. Unannounced observation inspections by the Safety Committee.

3. Periodic self-inspection by department heads, department safety coordinators, or other department staff. (Excludes other types of frequent inspections such as daily inspections of vehicles by designated drivers and operators, daily inspections of recreational facilities, etc.)

4. Required Safety Committee inspections in response to accidents, incidents, and near misses resulting in employee injury or property damage.

B. Inspection Procedures

1. Review previous inspection reports and any incident investigation reports prior to initiating an inspection to determine what items have been corrected, modified, and/or completed, etc.

2. Complete the new inspection, document findings, and make recommendations for corrective action if deficiencies are noted.

3. Discuss the inspection findings with the department/agency head and department safety coordinator; provide them with a copy of the completed inspection form(s).

4. Forward a copy of the completed inspection form(s) to the Safety Committee.

C. Inspection Follow-Up

1. Agency/Department heads will take immediate corrective action to eliminate or minimize hazards, and notify the safety committee of any action(s) taken.

2. Management will initiate permanent corrective action where possible.

3. The safety committee will address and report any lack of progress in corrective action.

4. Safety Committee will determine the frequency of additional inspections based upon the number and severity of hazards identified.

D. Inspection Forms

1. Inspection forms will be created and modified, as needed, to ensure thoroughness and accuracy.

2. Forms shall include descriptive observations of work methods, processes and behaviors that may contribute to hazards.

E. Inspector Training

1. Training on how to conduct effective self-inspections will be coordinated by the safety committee.

2. Training will include classroom and field instruction to ensure maximum competency.

6.1.7. Information and Training. The Safety Committee is responsible for identifying and establishing resources for employee safety training.

A. New Employee Orientation

1. In addition to information pertaining to benefits and other employee resources, all new employees will receive training on the Safety Management Program, Incident reporting and investigation, Emergency preparedness, and the County's Workplace Violence policy during New Employee Orientation with Human Resources.

2. New employees will be provided training and instruction on general and job-specific safety practices while onboarding in their home Department or Agency.

B. Annual Safety Training. All existing employees are required to complete annual safety training that meets regulatory requirements and addresses identified hazards for the specific position. Training requirements will be established through collaboration between the County Safety Committee, Department Head, and Department Safety Coordinator. Annual Safety Training a component of the County's established broad-based annual required training.

C. Annual Emergency Preparedness Training(s)

1. All employees are required to participate in annual emergency response drills, including but not limited to fire/evacuation, tornado/hurricane, and active assailant.

2. Participation in these drills ensures that County staff have hands-on training for emergency events, and that the County meets all regulatory requirements.

3. Emergency Preparedness training events will be planned and coordinated by the Safety Committee, Sheriff's Department, and Fire Department as appropriate.

6.1.8. Recordkeeping. Pursuant to the Library of Virginia Records Retention Schedule and OSHA/VOSH reporting requirements, the County will document and maintain all records as outlined in the Safety Management Program.

A. Injury, Incident, and Hazard Report (Form 6.2). This form serves as the County's official report for any type of incident or near miss that could result in injury, property damage, or vehicle damage. This report is the basis for launching any type of investigation or follow-up needed. All completed incident reports are submitted to and stored in Human Resources.

B. OSHA Form 300. This report is a running log of work-related injuries and illnesses that must be maintained each year, per OSHA/VOSH requirements. The Human Resource Manager is responsible for recording injuries on the OSHA Form 300. The Form must be retained for five (5) calendar years.

C. Safety Training Records. Any safety-related certifications will be retained in the employee file within Human Resources. General in-service training rosters will be maintained by Department Safety Coordinator or designated staff. Training rosters must be retained for five (5) calendar years.

6.1.9. Policy Review. This program shall be reviewed by the County Administrator, Constitutional Officers, Department and Agency Heads, and Safety Committee every three (3) years, at minimum. Updates shall be presented to the County's Board of Supervisors for approval.