
CHAPTER 15

SAFETY PROGRAM

15.1 Policy

It is the policy of Spotsylvania County that every employee is entitled to work under the safest conditions possible. Accidents which injure people or damage property cause needless personnel suffering, inconvenience and expense. An organization's low loss experience is indicative of top quality supervision at all levels. Every reasonable and practical effort will be made to promote accident prevention.

15.2 Objective

The purpose of the Safety Program is to provide a safe place for employees to work and for the public to conduct local government business and enjoy special activities.

15.3 Responsibilities

Safety is a consideration in the performance evaluation of every County employee. All County employees shall be responsible for following the provisions of this program. The responsibilities listed below are minimum. Individuals are encouraged to take additional actions, over the minimums listed below, to reduce losses due to personal injury or vehicle accident. Safety and loss control is a responsibility that must be shared by all.

A. Safety Officer

The County Administrator shall appoint a safety officer to be responsible for directing and administering the Safety Program and shall take all actions deemed necessary to reduce accidents and injuries. The safety officer shall:

1. Maintain complete records and provide reports on County accidents in accordance with OSHA requirements
2. Provide reports on County accidents to department directors and Safety Committee
3. Staff and provide administrative support to the County Safety Committee
4. Maintain an inventory of training materials and topics for safety training

B. The Department of Human Resources

The Department of Human Resources shall administer the County's Workers' Compensation Program. (See Chapter 16, Workers' Compensation)

C. Department Directors

Directors are responsible for maintaining safe working conditions within their departments. All directors shall:

1. Ensure that all employees in their department comply with the policies and procedures set forth herein
2. Devote a portion of staff meetings, as necessary, to the review of departmental losses
3. Establish department safety rules, in addition to the County rules in this section and provide personal protective equipment to employees, as appropriate
4. Designate a department safety officer. Safety officers may be required to serve on the County Safety Committee
5. Provide training in safety, loss prevention and accident response

D. Department Safety Officers

The department safety officer is responsible for coordinating the Safety Program within the department and among departments within the County. All department safety officers shall:

1. Review and ensure investigation of all department accidents and make recommendations for preventing reoccurrence
2. Serve as a safety resource to the department employees
3. Participate on the County Safety Committee by performing the following functions:
 - a. Analyze Countywide safety trends and set goals, objectives and strategies for the Safety Program
 - b. Serve as a liaison between the County Safety Committee, director and department employees

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- c. Implement an aspect of the Safety Program such as coordinating VOSH inspections, keeping abreast of OSHA regulations, coordinating safety training materials, coordinating vehicle safety program, etc.

E. Supervisors

Supervisors are responsible for ensuring that their employees work and operate machines and equipment safely. All supervisors shall:

1. Ensure that each employee is fully trained to safely perform the job that he is assigned
2. Ensure that each employee is familiar with the published department safety rules
3. Conduct regular safety training meetings
4. Make recommendations to the department director on the appropriate personal protective equipment needed for the work the department's employees perform
5. Make recommendations to the department director on any additional department or unit-specific safety rules needed to protect employees performing particular jobs
6. Correct any unsafe conditions which may exist in the work area
7. Review all accidents that occur within the department, provide accurate information on the appropriate forms and make recommendations on ways to prevent a reoccurrence of a similar accident

F. Employees

Employees are required, as a condition of employment, to exercise due care in the course of their work to prevent injuries to themselves, their fellow workers and the general public. All employees shall:

1. Report all unsafe conditions to their supervisor
2. Report all accidents immediately to their supervisor
3. Obey all published safety rules
4. Operate only machines and equipment on which they have been trained and are authorized by their supervisor to operate

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5. Take an active part in the Safety Program
 6. In accordance with Department of Motor Vehicle guidelines, all commercial driving license (CDL) holders are required to refrain from the use of hand-held cellphones while operating a commercial motor vehicle (CMV)

G. County Safety Committee

The County Safety Committee shall ensure that the Safety Program incorporates those practices and philosophies proven to be most effective in preventing injuries, occupational disease, vehicle accidents, injuries to the public and damage to equipment and materials. The County Safety Committee shall:

1. Periodically evaluate compliance with the Safety and Hazard Communication Programs within departments
2. Conduct a quarterly review of County accidents, document any trends and recommend ways to prevent similar accidents from occurring
3. Set goals, objectives and strategies for the Safety Program
4. Implement safety strategies adopted by the County Safety Committee

15.4 Minimum Safety Rules

The minimum County safety rules are listed below. At New Employee Orientation, employees sign an agreement to abide by the County's safety rules.

1. Report all accidents to your supervisor immediately.
2. Keep all work areas clean and orderly at all times.
3. Wear seat belts at all times when driving or a passenger in a County vehicle.
4. An employee who is involved in a motor vehicle accident while driving or riding in a County vehicle may be denied Workers' Compensation benefits for any injury resulting from failure to wear a seat belt.
5. Wear protective headgear when working in areas where the potential of flying objects, head bumping or electrical conduction exists. Failure to do so may lead to denial of Workers' Compensation benefits for any injury resulting from failure to wear the proper equipment as provided.

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6. Wear eye protection when working in areas where the potential of airborne debris, dust, flying particles, chips, chemicals, and injurious rays exists. Failure to do so may result in denial of Workers' Compensation benefits for any injury resulting from failure to wear the proper equipment as provided.
 7. Wear hearing protection when working in areas where prolonged exposure to noise exceeding sound tolerance levels defined by law exists in accordance with the Occupational Noise Exposure Act Title 29 CFR 1910.95. Failure to do so may lead to denial of Workers' Compensation benefits for any injury resulting from failure to wear the proper equipment as provided.
 8. Wear safety shoes when working in areas where possible injury from articles that can be dropped from vehicle wheels, machines and nail puncture exists. Failure to do so may lead to denial of Workers' Compensation benefits for any injury resulting from failure to wear the proper equipment as provided.
 9. Wear protective clothing such as gloves, long sleeves, aprons, and long pants when working in areas where wounds and abrasions could occur. Failure to do so may lead to denial of Workers' Compensation benefits for any injury resulting from failure to wear the proper equipment as provided.
 10. Effective January 1, 2013, employees who perform duties requiring a commercial driver's license (CDL) are required to have a current medical card issued by the Department of Motor Vehicles (DMV) while driving County vehicles that require CDL certification.
 11. Employees that are CDL holders are restricted from the use of hand held communication devices while driving County vehicles.
 12. Do not engage in horseplay.
 13. Take advantage of the opportunity to receive voluntary vaccination, at the County's expense, with the Hepatitis B vaccine if you have an occupational exposure to infectious materials in your County position.
 14. Each director shall determine if additional, department or work unit-specific rules are required to protect departmental employees performing particular jobs and add these rules to the department's standard operating procedures (SOP's).

15.5 Violation of Safety Rules

Violation of the County safety rules as stated above is grounds for discipline, up to and including dismissal, depending on the severity of the violation.

15.6 Reporting Employee's Injury on the Job

All employees shall report any accident involving property or vehicle damage, injury to the public, or injury to the employee to their department director or his designee immediately. When injury to an employee occurs, the appropriate forms provided by the Department of Human Resources for this purpose, witnesses to the event, and any additional required forms must be completed and submitted to the department director or his designee within 24 hours of the accident. (See Workers' Compensation Policy, Chapter 16).

15.7 Reporting of Other Accidents

Traffic accidents and any other accident or losses shall also be reported to the supervisor immediately, completing the proper forms and submitting them to the Finance Department within 2 working days. Employees should call 9-1-1 or other appropriate authorities if the situation warrants.

15.8 Accident Review

Each department safety officer shall investigate any accidents in his department within two work days of the accident and make written recommendations to the department director on ways to prevent reoccurrence of similar problems. The department safety officer shall work with the employee's supervisor to obtain all the facts necessary to complete the investigation.

15.9 Safety Meetings

Safety training meetings shall be held in each department periodically throughout the year. It is recommended that meetings be held monthly for field and operations personnel and quarterly for administrative personnel; and that during these meetings department accident records and safety material be presented that is specific to the reduction and prevention of accidents to employees, equipment, and vehicles. Training materials may be obtained from the Department of Human Resources. The supervisor shall maintain records of topics and attendance at safety meetings.

15.10 Record Keeping

Each department shall maintain records of accidents and employee participation in safety training for five (5) years in compliance with OSHA requirements.

15.11 Inspections

The department safety officers and department directors shall be responsible for regular, periodic inspections of County offices, facilities, and work sites. Recommendations to correct any

deficiencies found during inspection shall be given to the director for action. These inspections shall include, but not be limited to the following areas, which shall be checked for safety program compliance and sound safety practices at least annually:

1. Administrative compliance with the Safety and Hazard Communication programs
2. Training program
3. Exits well marked and accessible
4. Presence of fire extinguishers and their last inspection date
5. Proper storage of flammable liquids
6. Availability of Material Safety Data Sheets (MSDS) to employees
7. Posted, published safety rules
8. Good housekeeping practices
9. Equipment and vehicle maintenance records
10. Provide Fire Extinguisher Training for employees

15.12 Safety Shoe Policy

Adopted by the Board of Supervisors to be effective January 1, 1993.

A. Purpose

The purpose of this policy is to prevent or reduce the severity of accidents to employees, specifically foot, toe, and ankle injuries. To attain this goal the County requires that employees in covered positions wear safety footwear and will assist employees with the purchase of ANSI-approved shoes. This policy is a safety rule and a job requirement.

B. Positions Requiring Safety Shoes

This policy shall apply to the following positions. The County Administrator may add to or delete from the list of covered positions as appropriate.

Animal Control

- Animal Control Division Captain
- Animal Control Field Supervisor Sergeant
- Animal Control Officer

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- Animal Control Shelter Assistant
 - Animal Control Shelter Manager

Fire, Rescue and Emergency Services

- Battalion Chief
- Captain
- Division Chief
- Firefighter
- Firefighter/Medic
- FREM Mechanic
- Lieutenant
- Medic

Code Compliance- Building

- Code Enforcement Officer
- Commercial Inspector
- Inspections Supervisor
- Residential Combination Code Inspector

General Services

- Building & Grounds Foreman
- Construction Coordinator
- Construction Technician
- Custodial Supervisor
- Facilities Construction & Maintenance Manager
- Facilities Foreman
- Facilities Superintendent
- Groundskeeper
- Maintenance Trade Worker
- Maintenance Worker

Parks and Recreation

- Maintenance Crew Leader
- Maintenance Supervisor
- Maintenance Technician
- Maintenance Worker
- Park Attendant

Utilities/Public Works

- Asst. Landfill Superintendent

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- Chief Plant Operator
 - Clerical Scale Attendant
 - Collection Foreman
 - Cross Connection
 - Environmental Coordinator
 - Gate Attendant I
 - Gate Attendant II
 - Heavy Equipment Mechanic/Welder
 - Heavy Equipment Operator I
 - Heavy Equipment Operator II
 - Litter Control Technician
 - Maintenance Crew Foreman
 - Maintenance Worker
 - Manager Collection & Hauling
 - Manager Collection System
 - Manager Composting
 - Manager Construction & Capital Projects
 - Manager Distribution System
 - Manager Electrical
 - Manager Engineering
 - Manager Landfill
 - Manager Water Treatment
 - Mechanic
 - Meter Foreman
 - Meter Reader
 - Meter Technician
 - Operations CMMS Specialist I
 - Plant Maintenance Foreman
 - Plant Mechanic
 - Plant Operator
 - Pump Station Mechanic
 - Scale Attendant
 - Senior Plant Mechanic
 - Solid Waste Equipment Operator I
 - Solid Waste Equipment Operator II
 - Supervisor- Recycling & Environmental Programs
 - Utilities Field Crew Foreman
 - Utilities Field Crew Leader
 - Utilities Field Crew Worker
 - Utilities Inspector
 - Utilities Locator
 - Utilities Worker

C. Shoes

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1. The shoes shall meet Virginia Occupational Safety and Health standards 1910.136 and the American National Standards Institute criteria for a class 75-safety shoe. All shoes shall lace and have a steel or high-density plastic toe. Employees who work primarily outdoors shall wear at least a 6" high boot. Exceptions must be approved by the department director. Tennis shoes and western style boots are generally unacceptable.
 2. Special conditions may require shoes, which exceed ANSI standards and the above minimum. A department may determine that duties require employees to wear styles appropriate to its work situation.
 3. All individuals employed in covered positions will be eligible to receive a subsidy toward the cost of safety shoes that meet or exceed the requirements of this policy. The amount of the County's subsidy may vary from one fiscal year to the next, based on available funds.
 4. To purchase replacement safety shoes, the employee shall submit a Request for Safety Shoes to the immediate supervisor. The supervisor and director must authorize the need for replacement for an employee to be eligible for the subsidy. After purchase, the immediate supervisor shall inspect the shoes and indicate on the same form whether the shoes meet required specifications.
 5. An employee shall pay any cost above the subsidy.

D. Directors Responsibility

Department directors are responsible for implementation of the policy in their areas of responsibility.

E. Supervisors Responsibility

1. The immediate supervisor, with the concurrence of the director, may select the style of shoe that employees who report to him wear.
2. The immediate supervisor will be responsible for verifying that employees in his area wear specified safety shoes.
3. The immediate supervisor, with concurrence of the department director, is responsible for determining when an employee requires a new pair of shoes.

F. Employees Responsibility

1. Employees in covered positions are responsible for wearing their safety shoes at all times during their work shift.
2. Any employee in a position covered by this policy not wearing approved footwear is subject to disciplinary action. It shall be noted in the employee's Personal County file if they report to the job without their safety shoes. There are no exceptions to this rule.
3. The purpose of the County's safety shoe policy is to increase employee safety. That goal requires that employees wear approved footwear.

15.13 Employee Identification Badge Policy

The intent of the Employee Identification Badge Policy is to better assure that individuals working in behalf of the County are readily identified by the general public and by each other. It is believed that creating a work environment of general accountability by the consistent use of identification badges for all employees will increase personal security and overall public safety.

1. Except as otherwise provided herein, the identification badge shall be worn by all public employees working for or in behalf of the County, including Constitutional Officers employees, and employees of other public agencies who work in facilities owned or otherwise provided by the County. The badge shall be worn at all times that the employee is serving in his or her official capacity as a representative of the County (i.e., in the office, in the field, attending meetings, site visits, in court, etc.).
2. Employees are not required to wear the badge while attending training, meetings, conferences, etc. outside the County.
3. Except as otherwise provided herein, the identification badge shall be worn on the front torso, between the waist and the neck, and shall be plainly visible at all times.
4. It is expected that special protocols will be developed and implemented for public safety employees, specifically those in the Sheriff's Office and the Department of Fire, Rescue and Emergency Services. Such special protocols, when implemented, will address employee identification on standard issue uniforms. Further, the protocols will address the need to protect undercover employees and the need to provide a means to identify public safety volunteers working in behalf of the County.
5. It is expected that, where appropriate, department directors will develop and implement special protocols for those employees engaged in specific

activities involving equipment, tools and/or machinery in which the wearing of an identification badge constitutes a legitimate safety hazard. Protocols should address occasions when the employee is actually involved in such activities.

6. An employee who inadvertently forgets to wear the identification badge to work shall wear a replacement badge issued on a daily basis by the employee's immediate supervisor.
7. Lost or stolen cards must be replaced. The charge for the replacement of the identification card is \$3.00. The cost of the replacement is the responsibility of the employee.
8. Identification cards remain the property of Spotsylvania County and must be returned upon separation or upon request of the employee's supervisor/director. Failure to return the badge within five days of separation from County employment may result in criminal charges.
9. Identification badges for all employees shall be similar in general appearance and may not be modified, altered or otherwise displayed in a way that detracts from its appearance as issued by the County.
10. "Visitor" or other appropriate badges may be issued to non-employees at the discretion of the department director in those facilities or offices in which access is limited strictly to "authorized" personnel. In addition, it is anticipated that appropriate identification badges will be issued, at the discretion of the department director, for any non-employee under extended contract to perform work for the County within County facilities.
11. Blatant disregard for the provisions of this policy shall be grounds for disciplinary action, up to and including dismissal.