



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/01/2017 | 05/01/2018 |

Safety/Loss Prevention Manual Chapter 2 Loss Prevention and Safety

| | |
|-----------------------------|---|
| Area of Application: | County of Henrico General Government & Schools |
| Document Location: | http://employees.henrico.us/info/safety-manual/ |
| Revisions | |
| Rev. No. | Date Description |
| 001 | 06/01/2017 Updates to website link information. |
| 002 | |

Purpose:

This chapter establishes guidelines to minimize loss, reduce risk, and increase safety awareness for County of Henrico employees, and all its physical assets.

Scope:

This chapter applies to all County of Henrico departments, agencies and employees.

Program Administration:

With guidance from Risk Management, each department or agency will establish written safety strategies and requirements. These safety rules shall address hazards (known and/or foreseeable) and will outline whatever site-specific training is required by the department.

Responsibilities:

A. County Manager

The County Manager has the overall responsibility for implementing and administering the Safety Program that affects all County of Henrico General Government/School employees, volunteers, and the public. The Manager will ensure Department Heads support a safety culture and have a clear understanding of his/her duties and responsibilities.

B. Risk Management

Risk Management will provide consultation and technical assistance to each department so that every Safety Program and loss-control mechanism reduces or eliminates as many hazards and foreseeable risks to the operational and financial integrity of the County as possible. Risk Management will identify, evaluate and select loss prevention and/or implement reduction techniques to provide a safer working environment for employees, contractors, volunteers, as well as the public.

C. Department Heads

Each Department Head is responsible for ensuring that his/her employees have a safe and healthy work environment. Therefore, each Department Head is expected to:

1. Develop and support a departmental Safety Program that will reduce and control the number of accidents in the most efficient manner.



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/01/2017 | 05/01/2018 |

Safety/Loss Prevention Manual

Chapter 2 Loss Prevention and Safety

2. Establish a departmental safety committee to administer and oversee the department's loss prevention program. Where appropriate, the committee will participate actively in the County of Henrico Safety Committee.
3. Develop site-specific safety policies that ensure employees engage in safe work practices that are understood and enforced by all.
4. Report all accidents involving person(s) or property, regardless of severity, immediately.
5. Provide task-specific initial training to all new hires. Ensure that seasoned employees in each department receive refresher training as required, or needed. Supervisors, or other responsible persons, must report all injuries and accidents, and determine whether the incident was preventable. If follow-up training is deemed necessary, ensure that the employee(s) involved in the incident complete whatever supplemental training is needed.
6. Ensure immediate action is taken to correct any unsafe condition that could affect the safety of employees, contractors, volunteers, or the public.
7. The effectiveness of each department's Safety Program will be reviewed annually. Once assessed, the Department Head (or designee) will determine whether the investigations into personal injuries and/or property damage incidents determined the cause(s). This data will be compiled and used to prevent recurrences as best as possible.

D. Supervisory Personnel

An effective loss prevention program will succeed only with cooperation between managers and supervisors. Supervisors and managers will:

1. Ensure that all safety policies are implemented for maximum efficiency to prevent injuries, collisions, and liabilities by County employees.
2. Perform a Job Safety Analysis (JSA) to identify specific hazards in each work environment. JSAs will be updated as tasks, conditions and equipment change.
3. Provide periodic safety instruction, especially when employees must focus their attention upon potential or new hazards, changes in work conditions or procedures.
4. Ensure all employees have the necessary personal protective equipment (PPE), are trained how to use PPE for specific hazards, and know how to maintain their PPE in a serviceable condition.
5. Observe and inspect work conditions on a regular basis. Supervisors shall be qualified to detect and correct unsafe conditions and practices.
6. Enforce safety and loss prevention policies that are related to their departmental operations.
7. Report and investigate accidents immediately. Supervisors will ensure corrective action is completed.
8. Arrange periodic safety meetings to review accidents, analyze their causes, and encourage employees to offer suggestions verbally, or in writing, to improve departmental safety.
9. Consider each employee's safety record during annual performance evaluations.

E. Employees

All employees are required, as a condition of employment, to exercise safe work habits to prevent injuries to themselves, to fellow workers, and to conserve County resources. All employees shall:

1. Report all accidents, injuries, and near misses, to the appropriate supervisor immediately.
2. Cooperate with, and assist in, investigations of accidents to identify the cause(s) and to implement new work practices or awareness to prevent a recurrence.
3. Report unsafe actions, practices or conditions observed during their work shift.



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/01/2017 | 05/01/2018 |

Safety/Loss Prevention Manual

Chapter 2 Loss Prevention and Safety

4. Understand and practice safe work procedures while performing their daily tasks.
5. Keep work areas clean and neat at all times.
6. Not engage in any horseplay or other activities that will distract co-workers.
7. Obey all safety rules and guidelines.
8. Wear the appropriate PPE whenever hazards are present.
9. Report to work in attire appropriate for the tasks they are expected to perform.

Methods:

A. Self- Inspections

Safety inspections shall be conducted regularly by a Department Head or his/her representative. Inspections shall be periodic enough to assure hazards are minimized and safe work practices are in place. Emphasis shall be placed upon:

1. Good housekeeping.
2. Use of appropriate personal protective equipment.
3. Compliance with established department safety rules.
4. Ensuring drivers are qualified, and the driving condition of vehicles is maintained.
5. Ensuring all hazardous materials are labeled properly and stored correctly.
6. Open pits, ditches, tanks, etc., are guarded and/or noted with appropriate warnings.
7. Maintaining electrical equipment, power tools, and hand tools in good working order.
8. Compliance with the County of Henrico Safety Manual, and other pertinent directives.

B. Support

Risk Management will oversee and administer the County's Safety Program, including but not limited to:

1. The development and maintenance of the County's Safety Program that includes current policies and philosophies believed to be most effective in preventing injuries, occupational diseases and injuries, vehicular collisions, personal and material liabilities, and damage to equipment and resources.
2. Consulting with County management and employees regarding safety issues. Risk Management will provide guidance to assure the Safety Program is administered effectively.
3. Act as technical advisor to the County, Risk Management will offer safety recommendations to Departments for review and appropriate action.
4. Risk Management will prepare, or help to prepare, summaries of accidents and incidents. Summaries shall include comprehensive details of accident/injury incidents, cause analysis to determine potential trends, problem areas, and to evaluate the County's overall safety record.
5. Performing follow-up investigations to ensure that unsafe conditions or practices identified by any employee or the department, have been corrected and any refresher training has been completed.
6. Informing the County Manager and Department Heads on the status of the County's Safety Program, as well as updates.
7. Inspect County facilities to check for compliance to Virginia Occupational Safety & Health standards, as well as the safety procedures and guidelines specific to the County of Henrico.



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/01/2017 | 05/01/2018 |

Safety/Loss Prevention Manual

Chapter 2 Loss Prevention and Safety

C. Accident Reporting

For accidents involving County vehicles and property, specific forms must be completed and filed with the appropriate authorities. No matter how minor, all occupational, vehicle, workers' compensation, and liability accidents must be reported to a supervisor immediately. The report will help establish proper preventive and corrective action, provide statistical information, and will ensure the appropriate County and/or outside authority has been notified. **Contact Risk Management for additional information, or refer to the HR/Employee Portal page under Claims/Workman's Compensation.**

D. General Liability

Any claim reported by an employee or received from the public concerning personal injuries and/or property damage involving a County employee or property shall be reported to Risk Management within 24 hours of its occurrence. **Contact Risk Management for additional information, or refer to the HR/Employee Portal page under Claims/Workman's Compensation.**

E. Worker's Compensation Accidents

Employees who are injured or become ill while performing their assigned work duties must notify their supervisor immediately. Complete the Employee's Report of Injury and Illness as soon as possible. Send reports to Risk Management within 24 hours. **Contact Risk Management for additional information, or refer to the HR/Employee Portal page under Claims/Workman's Compensation.**

F. Accident Investigation

1. Investigating injuries that occur on the job is a valuable tool that aids in loss control. A thorough accident investigation and follow-up can be time consuming, but such steps will help evaluate the best way to prevent similar incidents.
2. Injuries that involve loss of life, unusual and/or debilitating injuries, shall be investigated by the employee's supervisor and any authorized authority as soon as possible after the incident occurred. These procedures shall be followed:
 - a. Secure the scene. Determine whether it is safe to investigate. Once it is safe, reconstruct what happened as long as such actions do not lead to another accident or harm.
 - b. Collect and document any available evidence. If an injury, or near miss, occurred when a machine part or structure failed, it is essential to determine what failed and why. Take photographs of the scene and any machinery involved in the accident.
 - c. Interview witnesses at the scene immediately, or as soon as possible.
 - d. If possible, interview the victim. If the injury is serious, wait until the victim is stabilized. Judgment is a factor and the victim's well-being must be considered first.
 - e. Use Root Cause Analysis to examine the evidence at the scene. Decide the best method to correct deficiencies and eliminate a recurrence.

Note: Root Cause Analysis is a procedure that aids the investigator in discovering and understanding the source of the problem. The goal is to determine what controls were absent or inadequate, and what corrective action needs to be taken so that a recurrence is prevented.



County of Henrico Human Resources

| Verification | Originator | Revised | Issued |
|--------------|-----------------|-----------------|-----------------|
| Initials | Risk Management | Risk Management | Risk Management |
| Date | 05/01/2015 | 06/01/2017 | 05/01/2018 |

Safety/Loss Prevention Manual Chapter 2 Loss Prevention and Safety

G. Safety Discipline

1. When County safety policy violations occur, corrective action is necessary. Department Heads, or their designees, will collaborate with Risk Management to determine appropriate disciplinary action(s) to take when an employee causes injury to him/herself, other persons, or destroys/damages property either through the willful violation of safety policies; or by disregarding traffic regulations.

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.