



**County of Henrico**  
**Department of Emergency Management & Workplace Safety**

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/24/2023	08/01/2023

**Safety Manual**  
**Chapter 2 Loss Prevention and Safety**

<b>Area of Application:</b>	County of Henrico General Government & Schools
<b>Document Location:</b>	<a href="http://employees.henrico.us/info/safety-manual/">http://employees.henrico.us/info/safety-manual/</a>
<b>Revisions:</b>	
<b>Rev. No.</b>	<b>Date</b> <b>Description</b>
001	06/01/2017 Updates to website link information.
002	07/24/2020 Added responsibilities of Safety Liaisons.
003	07/28/2022 Aligned EMWS titles and terminology.

**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, schools and employees.

**Program Administration:**

With guidance from the Department of Emergency Management & Workplace Safety (EMWS), each department 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 Government and Schools employees, volunteers, and the public. The Manager will ensure Department Heads support and foster a safety culture and have a clear understanding of his/her duties and responsibilities regarding safety.

**B. Department of Emergency Management & Workplace Safety**

EMWS will provide consultation and technical assistance to each department so that its safety program and loss-control mechanisms reduce or eliminate as many hazards and foreseeable risks as possible. EMWS 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 shall:

1. Develop and support a departmental Safety Program designed to reduce and control the number of accidents and injuries in the most efficient manner possible.



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2. Establish a departmental safety committee and/or appoint person(s) to administer and oversee the department's safety and/or loss prevention program. If applicable, departmental Safety Liaisons are expected to participate in all safety-related meetings and activities.
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 and safety program will succeed only with cooperation between management and supervisors. Supervisors and management shall:

1. Ensure that safety policies are implemented to help prevent injuries, collisions, and liabilities by County employees.
2. Perform a Job Safety Analysis (JSA) and or Hazard Assessment, (HA), [29 CFR 1910.132] to identify specific hazards in each work environment. JSAs and HAs will be updated whenever tasks, conditions and equipment change.
3. Provide periodic or regular required safety training, especially when employees must focus their attention upon potential or new hazards, as well as 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 working conditions on a regular basis and inspect all areas. Supervisors shall be qualified to detect and correct unsafe conditions and practices.
6. Enforce safety and loss prevention policies that relate to departmental operations.
7. Report and/or investigate accidents immediately. Supervisors shall ensure corrective action, whether internal or through EMWS recommendations, is completed before any deadline. See Chapter 1 of the County Safety Manual for specific fatality, severe injury, hospitalization and COVID-19 reporting requirements.
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.
10. Support all Safety Liaisons with their assigned duties.



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**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 heightened awareness to prevent a recurrence.
3. Report unsafe actions, practices or conditions observed during their work shift.
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.
10. Understand his/her duties as a Safety Liaison, or will support the Safety Liaison assigned to his/her usual work area.

**Methods:**

**A. Self- Inspections**

Safety inspections shall be conducted regularly by a Department Head, his/her designee, or a Safety Liaison. Inspections shall be periodic enough to ensure 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 departmental safety rules.
4. Ensuring drivers are qualified, and the driving condition of vehicles is maintained properly.
5. Ensuring all hazardous materials/containers 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**

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

1. Developing and maintaining the County's Safety Program to include current policies believed to be most effective in preventing injuries, occupational diseases and injuries, vehicular collisions, personal and material liabilities, and damage to County equipment and resources.
2. Consulting with all levels of County employees regarding safety issues, which includes maintaining a close relationship with each Safety Liaison. EMWS will provide guidance to ensure every Department's Safety Program is administered effectively.
3. Acting as technical advisor to the County. EMWS will offer safety recommendations to Departments for review, modification and appropriate action.
4. EMWS will prepare, or help to prepare, summaries of accidents and incidents. Summaries shall include comprehensive details of accident/injury incidents, analysis to determine potential trends, problem areas, and to evaluate the County's overall safety record.



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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. Inspecting 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.

**C. Accident Reporting**

For accidents involving County vehicles and property, specific forms must be completed and filed with the appropriate departments. No matter how minor, all occupational, vehicle, workers' compensation, and liability accidents must be reported to the employee's direct 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, under the County's Finance Department, 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 direct supervisor immediately. Complete the Employee's Report of Injury and Illness as soon as possible. Send the report to Risk Management within 24 hours. **For assistance, contact the Risk Management Office for additional information, or refer to the HR/ Employee Portal page under Claims/ Workers Compensation.**

**F. Accident Investigation**

1. Investigating on-the-job injuries helps to prevent similar injuries in the future. Thorough accident investigations and follow-ups can be time consuming, but such steps will help to determine the best way to prevent similar incidents.
2. Injuries that involve a fatality, or an unusual and/or debilitating injury, 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 result in 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 immediately, or as soon as possible.
  - d. If possible, interview the victim. If the injury is serious, wait until the victim has been stabilized. Judgment is a factor and the victim's well-being must be considered first.



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- 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.

**G. Safety Discipline**

- 1. When County safety policy violations occur, corrective action is mandatory. Department Heads, or their designees, may consult with EMWS to determine appropriate disciplinary action(s) to take when an employee causes injury to him/herself or other persons; or causes property damage either through the willful violation of safety policies or by disregarding traffic regulations.

**Disclaimer:**

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.