

	<b>P - §15</b>	<b>Policy Name:</b> Employee Safety	<b>Approved Date:</b> January 10, 2024
	<b>Prepared By:</b> Human Resources		<b>Adopted Date:</b> January 10, 2024
	<b>Amended Date:</b>		

## A. PURPOSE

The purpose of this policy is to reduce the occurrence of injuries and illnesses that result from workplace hazards by implementing engineering controls, administrative controls, and employee training.

## B. DEFINITIONS

Bloodborne Pathogen – microorganism, such as virus or bacteria, that are carried in blood and can cause disease in humans.

Communicable Disease – illnesses caused by viruses or bacteria that people spread to one another through contact with contaminated surfaces, bodily fluids, blood products, insect bites, or through the air.

Hazard Communication – written information about the identities and hazards associated with chemicals and substances that must be available and understandable to workers.

Lockout- Tagout – practices and procedures necessary to disable machinery or equipment to prevent hazardous energy release.

## C. ROLES AND RESPONSIBILITIES

**Employees** – responsible for maintaining a safe work environment, following safety procedures, wearing appropriate personal protective equipment, and reporting unsafe work conditions or acts

**Supervisors** – ensure that staff follow all safety procedures, attend required training, and the all injuries and accidents are reported through the appropriate protocols

**Department Head** – identify and recommend correction of deficiencies noted in facilities, work procedures, employee job knowledge or behaviors that adversely impact safety efforts

**Human Resources** – responsible for the establishment and implementation of written safety programming and procedures, facilitation of employee training, maintaining compliance with and reporting to regulatory agencies

#### D. POLICY

Albemarle County will strive to provide safe equipment, procedures and surroundings for all employees and the general public and to provide safe and healthful working conditions.

##### **1. Written Program and Procedures**

The Department of Human Resources shall establish and maintain a written safety program with procedures and protocols for the following topics, at minimum.

- Accident and Injury Reporting
- Bloodborne Pathogens Exposure Control
- Communicable Diseases
- Emergency Response in the Workplace
- Hazard Communication
- Lockout- Tagout

##### **2. Safety Committee**

A cross-functional and cross-departmental Safety Committee shall be established and meet regularly to discuss hazard mitigation, injury and illness prevention strategies, and regulatory compliance. Committee members will consist of a representative from Human Resources, Facilities and Environmental Services, Police Department, and Fire Department, at minimum. The Committee is responsible to track and report injury trends and related work efforts.

##### **3. Safety Training**

All County employees are required to participate in safety training related to their work environment or job function.

##### **4. Recordkeeping**

The Department of Human Resources will keep records pertaining to workplace injuries and illnesses and completed safety training in accordance with federal and state regulations.