

**HUMAN RESOURCES POLICY**  
**Fauquier County, Virginia**

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**Policy Title: Safety Policy**  
**Section No.: 54**

**Date: November 13, 2008**  
**Supersedes Policy: NEW**

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**I. PURPOSE**

It is the policy of the Fauquier County Board of Supervisors to promote a safety program that is functional and effective. This will assist in eliminating potential safety hazards, detect unsafe acts, and instill safety awareness for every job and activity.

To attain the maximum results from this program, every employee must be dedicated to the idea that every accident and unnecessary loss can be prevented and that the many facets of a safety program are in place to reduce losses. The elimination of unnecessary loss is a responsibility we all share.

**II. SCOPE**

This policy applies to all Fauquier County Government employees. Every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention and reduction of occupational injuries or illnesses for protection and health preservation for our employees by developing a Workplace Safety Program.

**III. POLICY**

The Occupational Safety and Health Act of 1970, clearly states our common goal of safe and healthful working conditions to be of the highest priority to the County. Safety and health in our organization must be part of every department. Employee involvement at all levels is critical for success.

It is the intent of Fauquier County Government to comply with all laws. To do this, we must constantly be aware of conditions in all work areas that can cause accidents, injuries and occupational illnesses. No employee is expected to work at a job which is not safe. Employees shall cooperate in detecting hazards and, in turn, controlling them, as a condition of employment. Employees shall inform their respective supervisor immediately of any situation beyond their ability or authority to correct.

The personal safety and health of each employee of Fauquier County Government is of primary importance. Prevention of occupationally induced accidents, injuries and illnesses is of such consequence that it will be given precedence over productivity, whenever necessary. To the greatest degree possible, management will provide all mechanical and physical activities required for personal safety and health, in keeping with the highest standards.

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Fauquier County Government will maintain a safety and health program conforming to the best practices of organizations of this type. To be successful, such a program must embody proper attitudes toward accident, injury and illness prevention on the part of supervisors and employees. It also requires cooperation in all safety and health matters, between not only supervisor and employee, but also between each employee and his/her co-workers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved.

**IV. SAFETY PHILOSOPHY**

Every employee is entitled to work under the safest conditions possible. To this end, every reasonable effort will be made to promote accident prevention and reduction of occupational injuries or illnesses for protection and health preservation for our employees by developing a *Workplace Safety Programs and Procedures Manual*.

The protection of personnel and property while performing work for the citizens and patrons of Fauquier County Government is an important part of our organization. We are committed to systematically managing risks to establish a safe work environment.

To meet the Fauquier County Government's obligation to accident, injury, and illness prevention the Fauquier County Government subscribes to the following principles:

1. Accidents do not just happen; they are preventable.
2. An accident prevention system can reduce accidents that are caused by unsafe acts.
3. Every accident represents a failure of the accident prevention system.
4. Safety is a line responsibility that extends to all levels of management.
5. All projects, products and processes can be managed in a way that reduces risk to personnel and equipment.
6. We conduct our business in an open and honest manner such that safety is incorporated into our organizational culture as a core value.

**V. WORKPLACE SAFETY PROGRAMS and PROCEDURES MANUAL**

The purpose of this manual is to assist in the prevention of accidents, injuries, and illnesses by establishing the safety programs and procedures by which employees work in service to the citizens and patrons of the Fauquier County Government. The programs and procedures in this manual should be considered minimum guidelines to follow for safe operations. It is anticipated that situations will arise where programs and procedures **HUMAN RESOURCES POLICY**

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need to be more restrictive to provide worker safety. In those cases, supervisors and managers will be responsible for establishing the necessary programs and procedures.

This manual does not attempt to address every situation that may arise in the workplace. However, used in conjunction with good judgment, common sense and knowledge, it will strengthen our efforts at loss prevention in all areas.

All employees shall familiarize themselves with the programs and procedures in the manual.

Compliance with all requirements established in the manual is mandatory.

The Risk Management Division of the Human Resources Department is responsible for developing and reviewing occupational safety programs applicable to employees of the Fauquier County Government. The development process includes program review by affected operating work groups within the Fauquier County Government organization. The *Workplace Safety Programs & Procedures Manual* will be reviewed annually and modified, as appropriate, to reflect most current regulatory requirements and best available technology relevant to occupational safety. Any questions, concerns, or suggestions for changes to a program should be directed to the Risk Manager for the Fauquier County Government.

It is the responsibility of each manual holder to update their manual as revised programs are issued. Additionally, each holder is responsible to communicate any changes in the manual to other employees or contractors in their work group.

### **VI. MANGERS and SUPERVISORS**

Management is accountable for the prevention of workplace injuries and illnesses. Management provides direction and full support to supervisors and employees regarding safety and health, job training, and hazard/elimination procedures. Management must be fully informed about safety and health issues throughout the organization in order to continually review the effectiveness of our safety and health program.

Supervisors are directly responsible for supervising and training their workers in proper procedures, work practices, and safe methods. Supervisors must enforce company rules and take immediate corrective action to eliminate hazardous conditions and practices. Supervisors will be held accountable for all safety and health issues.