

**COUNTY OF ORANGE, VIRGINIA  
PERSONNEL POLICIES MANUAL**

**SAFETY PROGRAM**

**POLICY NO.:** 3.6

**EFFECTIVE:** 11/1/96  
**REVISED:**

---

**OVERVIEW:** This policy defines the provisions of the County Safety Program which is intended to promote a safe and healthy work environment, reduce the incidence of work-related injuries and exposure to worker's compensation liability, and to ensure compliance with federal, state and local safety regulations.

**SCOPE:** This policy applies to all persons working for the County.

**PROVISIONS:**

A. Commitment:

The County's established work place safety program is a top priority for the County Administrator. Management and employees alike should be committed to working safely, and to taking the initiative to identify and correct unsafe work conditions and practices.

B. Safety Committee:

To monitor safety policies for the County, a Safety Committee appointed by the County Administrator considers all safety-related issues. This committee meets on a regular basis and makes recommendations to the County Administrator for changes in the County's Safety Policy.

C. Safety Policy:

The County maintains a Safety Policy which has been approved by the Board of Supervisors. A copy of this policy is provided for all employees.

D. Safety Information and Training:

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings,

bulletin board postings, safety memorandums, and other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards, job-specific safety considerations, safe work practices and procedures to identify and eliminate or minimize hazards.

E. Suggestions and Employee Safety Concerns:

All employees are expected to report unsafe working conditions or practices in order to prevent injury to persons or damage to property.

The County welcomes safety improvement ideas from employees. Employees are encouraged to suggest improvements to their supervisors or may submit suggestions directly to the County Administrator or the Safety Committee.

Reports, suggestions or concerns about workplace safety issues may be made anonymously if the employee wishes.

F. Compliance with Safety Rules:

All employees are expected to obey safety rules, regulations and practices.

Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or remedy (as appropriate) dangerous situations may be subject to disciplinary action, up to and including termination of employment.

G. Reporting Accidents:

Employees are expected to report all accidents that result in injury, regardless of how insignificant the injury may appear, immediately to the supervisor. Such reports are necessary to comply with the laws and to initiate insurance and worker's compensation benefits procedures.

H. Life Threatening or Contagious Disease:

For the safety of all employees and customers, when employees are diagnosed with a life threatening or contagious disease, the County is committed to making the following provisions:

1. Ensuring that all information pertaining to an employee's health is kept confidential.

Orange County  
Policy 3.6 (p. 3)

2. Ensuring that reasonable accommodations will be made to allow employee's with life threatening and contagious disease to continue to work in their job to the extent that their condition allows.
3. The County will take precautions to ensure that an employee's condition does not present a health or safety hazard to co-workers or the public. If an employee's condition is determined by his/her physician to pose a threat to other employees or to pose additional risks for the employee, the employee is expected to notify the Personnel Office immediately. Reasonable accommodations will be made to find employment in another capacity which will not adversely affect the employee or other employees. If this is not possible, the employee may be placed on disability retirement.
4. As necessary, the County retains the right to request a statement from an attending physician that confirms the fact that continued employment will not pose a threat to the employee or other employees. Additionally, the County retains the right to require an examination by a medical physician designated by the County as situations warrant.