

8. EMPLOYEE SAFETY POLICIES

8-1. Self-Inspection Safety Program

(Adopted by the Board of Supervisors on December 21, 2005, unless otherwise noted.)

8-1.1. Purpose

- 8-1.1.1. In an effort to create a safe and healthy workplace, Fluvanna County has established a policy to conduct regularly scheduled self-inspections of our premises, job sites, and procedures by which all work is completed. All necessary steps will be taken to assure the safety of employees, the public, and any contractors.
- 8-1.1.2. Hazard prevention and control may be the most cost effective aspect of ones safety program and self-inspections will allow identification of these hazards. Some hazards will be physical while others will be procedural. All must be identified and addressed in some way.

8-1.2. Definitions

- 8-1.2.1. County Administrator – For purposes of this policy, County Administrator shall mean the County Administrator or his designee.
- 8-1.2.2. Department Head – For purposes of this policy, department head shall mean the head of any and all offices that occupy space in county-owned facilities or use, or arrange for use of, county-owned equipment or property.

8-1.3. Management Responsibilities

- 8-1.3.1. The County Administrator will have developmental and audit duties to be certain the policy is written, firmly established and maintained.
- 8-1.3.2. The Safety Committee will be responsible for delegating activities to employees to complete the self-inspections.
- 8-1.3.3. The Safety Committee works under the direction of and reports to the County Administrator.
- 8-1.3.4. Management will conduct or support self-inspection training for all supervisors and employees that may have a part in this activity.
- 8-1.3.5. Management will monitor the implementation of the Self-Inspection Program in order to evaluate the overall effectiveness.
- 8-1.3.6. Each supervisor will provide the means and support necessary to ensure compliance with all applicable regulations and responsibilities outlined herein.

8-1.4. Employee Responsibilities

- 8-1.4.1. To make the Self-Inspection Program as productive as possible, all employees will cooperate by answering any safety or work procedural questions asked by inspectors.

- 8-1.4.2. Employees will volunteer ideas about how facilities, equipment or work procedures can be changed or improved to make safer.
- 8-1.4.3. Report all hazardous conditions dangerous work procedures and near misses (an unplanned event that could have caused injury or damage).

8-1.5. Written Program

- 8-1.5.1. The Self-Inspection Safety Program will be reviewed and evaluated annually.
- 8-1.5.2. To make the Self-Inspection Program as productive as possible, all employees will cooperate by answering any safety or work procedural questions asked by inspectors.

8-1.6. Safety Committee

- 8-1.6.1. The Supervisor of Buildings and Grounds and the Building Official will co-chair the Safety Committee.
- 8-1.6.2. The Human Resources Assistant will serve as a required member of the Safety Committee.
- 8-1.6.3. The Safety Committee will establish the types of inspections to be conducted and determine the frequency of completion.
- 8-1.6.4. Once an initial inspection is completed, the frequency of further inspections will be determined by the Safety Committee based on the number and severity of hazards identified.
- 8-1.6.5. The committee will conduct and delegate self-inspections as appropriate.
- 8-1.6.6. All self-inspections that are required to be conducted more often than monthly will be completed by non-safety committee members.
 - 8-1.6.6.a. Examples of inspections that may be conducted other than monthly might include:
 - (i) Daily inspections of vehicles by designated drivers and operators.
 - (ii) Daily inspections of recreational facilities.

8-1.7. Inspection Procedures

- 8-1.7.1. Previous inspection reports and any incident investigation reports will be reviewed prior to initiating an inspection to determine what items have been corrected, modified, completed, etc.
- 8-1.7.2. The new inspection is then completed.
- 8-1.7.3. A copy of the completed inspection form(s) will be forwarded to the safety committee chairperson, with recommendations for corrective action if deficiencies are noted.
- 8-1.7.4. Department heads will take immediate corrective action to eliminate or minimize hazards.
- 8-1.7.5. Management will initiate permanent corrective action where possible.

8-1.8. Observations of Procedures and Actions

- 8-1.8.1. Observations are a valuable part of an overall inspection program.
- 8-1.8.2. Observations are distinct from inspections.
- 8-1.8.3. The component of the inspection process shall be kept professional and positive, not punitive.

- 8-1.8.4. Observation of workers can be conducted in conjunction with other inspections or surveys of physical premises, equipment, or during the auditing of safety programs.
- 8-1.8.5. There is no standard form for observations.
- 8-1.8.6. Observations of work practices and procedures will be conducted in addition to the established checklists.
- 8-1.8.7. These inspections will be conducted independently of the checklist portion of the inspection process.
- 8-1.8.8. Some observations will be brought to the attention of the employee or supervisors at the time of the observation. Other items should be noted and then addressed at a later time.
- 8-1.8.9. Self-inspection observations may also be done independently, randomly and by different personnel.

8-1.9. Forms

- 8-1.9.1. Forms to guide investigators will be produced and modified as needed.
- 8-1.9.2. Other forms will be generated and used as deemed necessary and may need to be specifically designed for some departments.
- 8-1.9.3. Some forms will require descriptive observations made about how employees perform specific tasks, to determine work methods and actions that may contribute to hazards.

8-1.10. Inspector Training

- 8-1.10.1. Training on how to conduct effective self-inspections will be coordinated by the safety committee.
- 8-1.10.2. Classroom training may be followed by site inspections with instruction from an experienced inspector who is able to answer questions relating to the inspection process and the inspection forms themselves.

8-1.11. Inspection Results/Corrective Actions

- 8-1.11.1. All items noted as needing improvement, modification, or action will be communicated to the appropriate manager or supervisor for the department(s) affected.
- 8-1.11.2. A response from the manager/supervisor will be sent to the safety committee indicating action(s) taken.

8-1.12. Follow-up

- 8-1.12.1. The safety committee will review and act on if necessary, all lack of progress in addressing self-inspection items noted for improvement.