

<b>COUNTY OF PRINCE GEORGE PERSONNEL POLICIES</b>  Prince George, Virginia	<b>POLICY NUMBER:</b> 31.1 to 31.5	Page 1 of 2
	<b>SUPERSEDES:</b> January 1, 2006	<b>DATE ISSUED:</b> February 12, 2019
<b>SUBJECT:</b>  Safety	<b>AUTHORIZATION:</b> Adopted by the Board of Supervisors on February 12, 2019; to become effective February 12, 2019	

### 31.1 Policy Statement

Prince George County is vested in the safety and well-being of every employee and the general public. It is the intent of the County to provide safe equipment, procedures and surroundings for all employees and the general public and to provide safe and healthful working conditions. The Safety Program Coordinator shall have responsibility for the establishment of safety policies, education and training. Certain departments will have more safety considerations than others due to elevated risks within the scope of their duties.

### 31.2 Responsibilities

Safety is the responsibility of every employee in Prince George County. Directors are responsible for providing a safe work environment and ensuring that all employees attend required training. They are also responsible for monitoring work conditions and employees' actions with a focus on safety compliance.

Employees are responsible for complying with safety guidelines as well as directions from their supervisors. They are also responsible for maintaining a safe and sanitary workplace.

All employees are responsible for reporting unsafe conditions or acts either to their supervisor or the safety committee. The intent is to maintain a safe environment and proactively seek improvement and risk mitigation.

### 31.3 Safety Committee

The Prince George County Safety Committee will, at a minimum consist of one Representative from each of the following departments: General Services/Fleet, Utilities, Fire & EMS, Community Corrections, Community Development & Code Compliance, Police Department, Social Services, Parks & Recreation, and the Sheriff's Office. The Safety Program Coordinator shall serve as the chair of the Safety Committee.

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The Safety Committee will meet quarterly, or as necessary, to discuss compliance issues, recent incidents, and other safety concerns. This committee shall keep minutes for all meetings in order to track progress.

**31.4 Hazard Communication Program**

Prince George County has a Hazard Communication Program, which details responsibilities and best practices regarding hazardous materials. Safety Data Sheets (SDS) shall be maintained at any department that uses or stores any materials which are deemed by the Safety Committee, in accordance with OSHA and VOSH guidelines, to be hazardous. SDS shall be updated semi-annually, as well as anytime a new hazardous material is introduced. For further information, refer to the Hazard Communication Program.

**31.5 Periodic Safety Training**

Public Safety Personnel from Prince George County Police and Fire & EMS will provide periodic training to County employees. This safety training is vital to the overall effectiveness of our safety program. As such, it shall be considered mandatory training for all personnel, as described below:

Any employee who drives a County vehicle as part of their required job duties, and employees who want the ability to drive a County vehicle, are required to attend Fleet Safety training once every five years. Fleet Safety training will be provided by the Police department annually, with a minimum of two training dates. Public safety personnel who are required to maintain higher levels of driver training are exempt from this requirement.

All Full-Time and Part-Time Regular employees are required to attend Active Assailant training, provided by the Police department quarterly. This training does not have to be repeated; however employees may repeat as a refresher, subject to availability and Director approval.

All Full-Time and Part-Time Regular employees are required to attend hands-on fire extinguisher training once every five years. Fire extinguisher training will be provided by Fire & EMS quarterly.

All Full-Time and Part-Time Regular employees are required to attend First Aid, hands-on Cardiopulmonary Resuscitation (CPR), and intro to Automated External Defibrillator (AED) training once every two years. Training will be provided by Fire & EMS quarterly.