**VDH Workplace Safety & Employee Health Program**

**Purpose:**

The Virginia Department of Health (VDH) is committed to ensuring the safety, health and well-being of all employees. This program outlines our commitment to workplace safety and provides guidance to all employees on the workplace safety standards in compliance with federal Occupational Safety and Health Administration (OSHA) and Virginia Occupational Safety and Health (VOSH) regulations, and the Governor’s Executive Order 109 (2010). In addition to general safety rules, there are program specific safety policies which are detailed in Workplace Safety & Employee Health Policies. Each employee is required to adhere to all safety standards.

**General Safety Rules:**

VDH employees perform a wide range of functions in various locations. All employees are expected to comply with the rules in this procedure. The following are general rules and are not to be considered all inclusive:

**Personal Safety**

* Follow proper procedures when performing job tasks.
* Use common sense in performing your duties.
* Be alert and aware of your surroundings.
* Use proper lifting techniques.
* Use mechanical devices or request assistance for lifting heavy or awkward objects.
* Use appropriate stepstools, platforms or ladders for climbing. Never use chairs.
* Follow all Driver Safety rules when operating any agency or rented vehicle or driving your own personal vehicle while on agency business.
* Do not use any equipment, vehicles or materials when overly tired, nauseated, feverish or under the influence of any substance that may affect your judgment.
* Wear Personal Protective Equipment (PPE) when applicable and maintain it properly.
* Wear footwear appropriate for the work environment and weather conditions.
* Open and close doors cautiously and use extra caution at blind hallway intersections.
* Open only one file cabinet drawer at a time to avoid tip-over. Cabinets should also be loaded from bottom to top and emptied in the reverse order.
* Smoke only in designated areas.
* Complete required workplace safety trainings.
* Report any work injury/illness to your supervisor immediately.

**Safe Work Environment**

* Report unsafe conditions and potential hazards to your supervisor or safety committee member.
* Report or clean up all spills immediately.
* Report wet floors due to outside weather conditions to your supervisor or safety committee member.
* Report any damaged floor mats to your supervisor or safety committee member.
* Keep your work area neat and tidy.
* Be sure that aisles, exits, hallways, corridors, and areas around fire extinguishers are kept clear.
* Keep electric cords out of walkways.
* Keep trash and other objects off the floors.
* Store all sharp objects properly when not in use.
* Report or replace frayed electrical cords.
* Do not permit flammable materials to pile up in one location.
* Label containers with the chemical name and associated hazards such as flammability, hazardous waste storage and infectious waste storage.
* Do not store lunches, food or drinks in patient care areas or near chemicals and biohazards.
* Follow evacuation guidelines and routes in the event of an emergency.

**Employee Acknowledgement**

All employees are expected to abide by safe work practices and adhere to general safety rules and other Workplace Safety Program and Policies to ensure their safety as well as the safety of coworkers. Infractions of the VDH Workplace Safety & Employee Health Program will be dealt with in accordance with the Department of Human Resource Management’s Standards of Conduct Policy # 1.60.

**Signature Date**

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