

FACILITIES AND TRANSPORTATION SERVICES

Security, Safety, and Emergency Procedures

Rules and Regulations Applying Virginia Occupational Safety and Health (VOSH) Act Standards to State, Local, and Municipal Governments

This regulation supersedes Regulation 7354.4.

I. PURPOSE

To provide guidance for complying with legal requirements established to protect employees at their workplaces.

II. RESPONSIBILITY

A. Principal or Program Manager

The principal or program manager (at each work location) shall be responsible, and shall be delegated commensurate authority, for maintaining an accident prevention program and for reporting occupational illnesses and injuries (including related fatalities) and any resulting lost workdays.

B. Office of Safety and Security

The Office of Safety and Security shall provide an interpretive service for the Virginia Occupational Safety and Health (VOSH) Act requirements.

III. POSTER DISPLAY

The poster published by the Virginia Department of Labor and Industry titled "Job Safety and Health Protection," which informs employees and employers of their rights and responsibilities under this regulation, shall be displayed in a prominent place in all workplaces.

IV. RECORDKEEPING AND REPORTING REQUIREMENTS FOR OCCUPATIONAL INJURIES AND ILLNESSES

Recordkeeping and reporting of occupational injuries and illnesses shall be a requirement by work location, and records established shall be maintained for a period of at least five years after the calendar year to which they relate.

A completed summary shall be provided, by the third-party administrator, to the principal or program manager at each facility by February 1 of each year. The summary shall be

posted in a location accessible to employees and shall remain posted until March 1 of that same year.

V. SPECIAL REPORTS

The principal or program manager or his or her designee shall telephone a report to the Office of Safety and Security (OSS) immediately after each accident or health hazard that results in one or more fatalities or in the hospitalization of three or more employees. OSS shall be responsible for meeting the VOSH requirement that accidents and health hazards be reported to the Virginia Department of Labor and Industry.

This special report shall not eliminate the need to report accidents according to the procedures in the current version of Regulation 4720.

VI. PENALTIES

Employees and employers who willfully or repeatedly violate the VOSH requirements may have legal sanctions initiated against them as provided in the law.

See also the current version of: Regulation 4720, Employee Work-Incurred Injuries--Workers' Compensation Benefits