

MEMORANDUM

DATE: September 26, 2000

TO: The Board of Supervisors

FROM: Carol M. Luckam, Human Resources Manager

SUBJECT: Changes to Chapter 11, Safety Program Policy, of the James City County Personnel Policies and Procedures Manual

Attached is a resolution to revise Chapter 11, Safety Program Policy, of the James City County Personnel Policies and Procedures Manual. The revisions include:

1. More clearly defined responsibilities.
2. A reference to detailed safety procedures from which each department can develop a safety manual pertinent to the department's risks.

The policy states the County's safety objectives and assigns safety responsibilities at all organizational levels within the County. It outlines County Department and Division responsibilities for implementing and maintaining the safety and health procedures required by the Virginia Occupational Safety and Health Administration. The procedures are warranted based on risk exposures.

Staff recommends adoption of the attached resolution.

Carol M. Luckam

CML/tlc
chp11.mem

Attachment