
COMMONWEALTH OF VIRGINIA



OFFICE OF THE GOVERNOR

NUMBER ONE HUNDRED NINE (2010)

WORKPLACE SAFETY AND EMPLOYEE HEALTH

By virtue of the authority vested in me as Governor under Article V of the Constitution of Virginia and the laws of the Commonwealth, including but not limited to Title 2.2 of the *Code of Virginia*, and subject to my continuing and ultimate authority and responsibility to act in such matters, I hereby reestablish and revise the Workplace Safety and Employee Health Initiative established under Executive Order Number Fifty-two (1999) and Executive Order Number Ninety-four (2005). This initiative will ensure a safe and healthy workplace for state employees, reduce the incidence of work-related accidents and illnesses occurring in state agencies, and assist employees in returning to work from both work-related and non-work related illnesses and injuries.

Injuries and illnesses cause considerable pain and hardship for employees and their families and hinder the effective operation of state agencies. Human resource, risk management and safety professionals report that many of these injuries and illnesses can be reduced or prevented. In addition, lost productivity for the employee and employer can be lessened by transitional employment and/or job modification.

Keeping our government workers safe, whole, healthy and, whenever possible, employed is the duty of every state agency. This can only be accomplished with the full commitment of agency management working in partnership with all employees. All state agencies have an important role to play not only in reducing work-related injuries but also in improving return-to-work services for all injured or ill employees.

All executive branch departments, agencies, and institutions of higher education shall:

- Cooperate with the Department of Human Resource Management State Employee Workers' Compensation Services (DHRM) by implementing initiatives to reduce work-related injuries and improve services to injured employees;
- Cooperate with DHRM and the Virginia Retirement System Virginia Sickness and Disability Program to establish return-to-work opportunities appropriate for the individual employee and agency;
- Ensure that job expectations are clearly defined in the employee work profile to include physical requirements;
- Submit the First Report of Injury to the State Employee Workers' Compensation Services within 10 days of the injury;
- Identify trends and the impact on the agency;
- Include in managers' performance expectations, when appropriate, goals to encourage a safer work environment and reduction in work-related and non-work related employee lost time;
- Evaluate and maintain the agency's return-to-work policy for both work-related and non-work related periods of disability;
- Evaluate the work-related injuries and illnesses that occurred in FY 2010 and each subsequent fiscal year in order to reestablish goals and strategies to reduce them, to enhance workplace safety, and for transitional duty;
- Evaluate the work-related and non-work related injuries and illnesses that occurred in FY 2010 and each subsequent fiscal year where employees were unable to return to work in a transitional and/or permanent capacity;
- Establish strategies and practices to reduce lost time and to support the safe resumption of work for state employees;
- Report by October 1st of each year to the Department of Human Resource Management on the agency's compliance with the provisions of this Executive Order.

In order to support agency Workplace Safety and Health initiatives and goals, the Virginia Retirement System and Department of Human Resource Management shall:

- Review agency annual reports;
- Provide training, consultation, and support for agency initiatives; and
- Report non-compliance with the provisions of this Executive Order, and report annually to the Governor on progress made in improving workplace safety and returning employees to work;

- Consult with the Virginia Retirement System as administrator for the Virginia Sickness and Disability Program with regard to the compliance outcomes and work collaboratively to support agency initiatives in safely returning employees to work.

This Executive Order rescinds and replaces Executive Order Number Ninety-four (2005), Workplace Safety and Employee Health, issued by Governor Mark R. Warner, on July 14, 2005.

This Executive Order shall be effective upon signing and shall remain in full force and effect until superseded or rescinded by further executive action.

Given under my hand and under the Seal of the Commonwealth of Virginia on this 8th day of January, 2009.

Timothy M. Kaine, Governor

Attest:

Secretary of the Commonwealth