

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> SAFETY PROGRAM	<u>Regulation No:</u> 2.22	<u>Effective Date:</u> July, 6 2001
	Supersedes: March 14, 1994	

I. PURPOSE

It is the goal of the Town of Vienna to provide its employees a safe work environment. To assist in the achievement of this objective, a Town-wide safety program has been developed.

II. RESPONSIBILITY


The Administrative Services Director is responsible for administering the Town's safety program. Any questions, concerns or suggestions should be forwarded to the Director of Administrative Services for consideration.

III. SAFETY MANUAL

All Town employees will be given a copy of the safety manual and must comply with the standards of this document. Failure to do so will result in the appropriate disciplinary action being taken.

IV. APPLICABLE DOCUMENTS

None

	Date:
