



**Voluntary Protection Programs
Participants' Association, Inc.**



VPP Application Workshop®

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1




General Information

- ★ Emergency exits
- ★ Restroom facilities
- ★ Breaks & lunch
- ★ Workshop materials




2




**VPP Participants' Association
(VPPPA)**

What is the VPPPA?

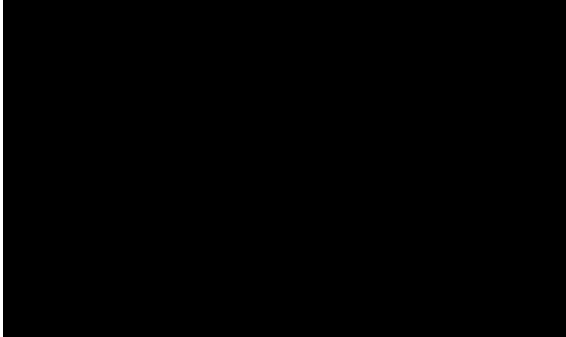
- The Voluntary Protection Programs Participants' Association, Inc. (VPPPA) was formed in 1985 by representatives of worksites and companies participating in OSHA's Voluntary Protection Programs. The association is a non-profit 501(c)(3) organization comprised of member companies dedicated to the highest standards of workplace safety, health and environmental protections through cooperation between government and industry.
- VPPPA's mission is to be a leader in safety and health excellence through cooperation among communities, workers, industries and governments.



3



VPP Participants' Association (VPPPA)



4



Introductions

Presenters and Participants

- ✧ Name/position
- ✧ Company/Agency
- ✧ Location
- ✧ Background/experience with VPP



5



Workshop Objectives

- ✧ Review VPP requirements
- ✧ Building the VPP application
- ✧ What to expect at the onsite review
- ✧ Background/experience with VPP



6

What is the Voluntary Protection Program?

- > Designed to promote excellence in safety and health management
- > A program that leads to enhanced worker safety and health protection
- > Provides the opportunity to develop a cooperative relationship between management, labor, and OSHA
- > A continual process reaching toward excellence



7

VPP is About:

- ✧ Outstanding safety & health management
- ✧ Systems approach
 - ✧ Cooperative / Effective
- ✧ Beyond standards



8

VPP is:

- ✧ A management system
 - ✧ Work together
 - ✧ Analyze workplace
 - ✧ Control hazards
 - ✧ Understand safety
- ✧ Roadmap



9



Why VPP?

- ✧ Uses effective management tools
- ✧ Strengthens cooperative relationships
- ✧ Provides solid foundation programs
- ✧ Increases networking resources
- ✧ Reduces safety and health costs
- ✧ Enhances labor & management relations



10



Why VPP?

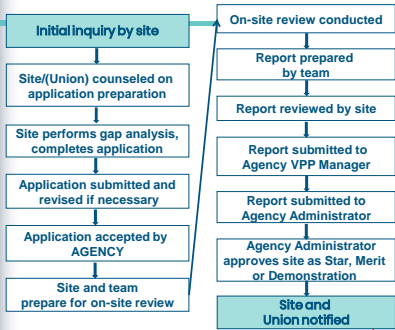
- ✧ **VPP sites reported between 66% to 85% fewer lost work day injuries than an average site with the same NAICS.**
- ✧ **This indicates that VPP star sites maintain lower incident rates over non-star sites historically as currently reported by OSHA.**



11



VPP Process Overview



Company can withdraw at any time.



12

VPP Designations



13

VPP Star Designation

Star is designed for exemplary worksites that have:

- ✧ Implemented comprehensive, successful safety and health management systems; and
- ✧ Achieved injury/illness rates below their industry's national average.
- ✧ Meeting or exceeding all VPP elements.



14

VPP Merit Designation

✧ Merit is designed for worksites with the potential and commitment to achieve STAR quality within three (3) years.

— Merit goals assigned by evaluation team aimed at achieving STAR



15



VPP Mobile Workforce for Construction Star Designation

★ Mobile Workforce for Construction Star is designed for worksites with Star quality safety and health protection that work in the construction industry. These sites are typically controlling several contractors or companies that perform specialty trade functions. These sites typically do not have a fixed worksite.



16



Reaching the Star Means ...



★ ... maintaining excellence in worker safety and health protection through cooperation with and among employees, management and government.



17



Communication

It is *very important* to contact your VPP manager in your OSHA regional office and/or state-plan state VPP manager early on in your VPP journey.

(The current lists of VPP managers and state-plan-state VPP managers are located on the VPPPA webpage and is also on the OSHA Web site under VPP).



18



Purpose of VPP Application

- ✧ The importance of the signed Letter of Assurance
- ✧ Screening mechanism
- ✧ Use for best practice examples (public information)



19



Trade Secrets and Public Files

OSHA's policy on:

- ✧ Trade secrets
- ✧ Public Files
- ✧ P.I.I. - Personally Identifiable Information



20



Application Outline

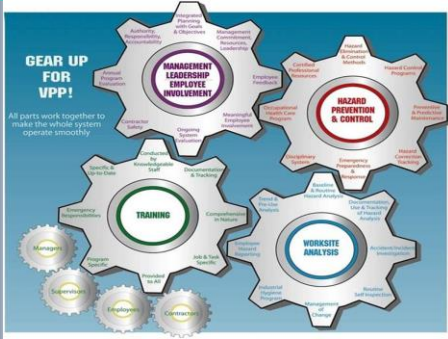
- A. General Information
- B. Management Leadership and Employee Involvement
- C. Worksite Analysis
- D. Hazard Prevention and Control
- E. Safety and Health Training
- F. Assurances



21



A. General Information



22



A. General Information

- 1. Applicant**
 - Site Name
 - Site Address
 - Site Manager
 - Title
 - Site VPP Contact for OSHA Correspondence
 - Title
 - Phone Number
 - E-Mail Address



23



A. General Information

- 2. Company/Corporate Name**
 - Name (if different from above)
 - Address
 - VPP Contact (if applicable)
 - Title
 - Phone Number
 - E-Mail Address



24



A. General Information

3. Collective Bargaining Agent(s) (list information on each separately)

- Union Name and Local #
- Agent's Name
- Address
- Phone Number
- E-mail Address



25



A. General Information

4. Number of Employees and Contractor Employees:

- number of employees working at applicant's site
- number of temporary employees supervised by applicant
- number of applicable contractor* employees

*An Applicable Contractor has employees working 1,000 hours in at least 1 calendar quarter at the Applicant's site.



26



A. General Information

Definitions for Injury/Illness Reporting

* Temporary Employees:

- Temp employee is someone who is supervised by the site on a daily basis. They would be counted as an employee for VPP purposes, meaning that their hours and injuries go on the log and into the rate calculations for the site.
- Temp employee(s) who are supervised on site by their own company/temp agency etc. are more like a contractor and in that case "contractors" do not go on the site log.



27



A. General Information

Definitions for Injury/Illness Reporting

* Contractor Rates:

- If you are a general industry, maritime or federal site, you will submit data on each applicable contractor. Applicable contractors are those employers who have contracted with you to perform certain jobs and whose employees worked a total of 1,000 or more hours in at least one (1) calendar quarter at your worksite.



28



A. General Information

5. Type of Work Performed and Products Produced:

- Provide a description of the work performed at your site, the type of products produced and the type of hazards typically associated with your industry.



29



A. General Information

6. Applicant's NAICS Code (6 digits).

- To find and provide your site's NAICS code (North American Industry Classification System) code go to NAICS link at <http://www.census.gov/eos/www/naics/>



30



A. General Information

Injury/Illness Rates:

- ✧ Include for employees & supervised temp. employees/contractors
- ✧ Compute three year calendar rates
- ✧ Compare to the most recent BLS data
<http://www.bls.gov/iif/oshsum.htm> summary table 1 most recent year
- ✧ Include "year-to-date" injury/illness statistics



31



A. General Information

Injury/Illness Rates:

- ✧ Your injury/illness rate is calculated over a three (3) year time-frame, which is compared to the most favorable BLS rate within a three (3) year time-frame.
- ✧ Note: three-year rates are based on the last three full "calendar" years
- ✧ (Do not calculate the average or mean)



32



A. General Information

Small Business Corollary - Alternative Calculation for Small Worksites:

1. An alternative rate calculation is available to worksites where a single or relatively small number of incidences would cause the worksite's disqualification when using the normal 3-year rate calculation.
2. If the following criteria are met, the TCIR and DART rate calculations (see definitions on the following slides) can be based on the best three (3) out of the most recent four (4) complete calendar years' injury and illness incidence experience.



33



A. General Information

Small Business Corollary – Alternative Calculation for Small Worksites:

- 2A. Using the most recent calendar year's hours worked, calculate a hypothetical TCIR assuming the employer had two cases for the year.
- 2B. Compare the hypothetical rate to the most recently published BLS national average TCIR for the industry.
- 2C. If the hypothetical rate is equal to or higher than the BLS rate, the employer qualifies for the alternative rate calculation method.



34



A. General Information

Injury/Illness Rates

- ★ **TCIR Rate:**
 - ★ TCIR is the Total Case Incidence Rate for recordable nonfatal injuries and illnesses.
- ★ **DART Rate:**
 - ★ The DART rate is the incidence rate for recordable injury and illness cases involving Days Away from Work, Restricted Work Activity and/or Job Transfer.



35



A. General Information

Injury/Illness Rates

- ★ **Days Away, Restricted, or Transferred (DART) Rate:** This includes cases involving days away from work, restricted work activity, and transfers to another job and is calculated based on $(N/EH) \times (200,000)$ where N is the number of cases involving days away and/or job transfer or restriction, EH is the total number of hours worked by all employees during the calendar year, and 200,000 is the base for 100 full-time equivalent employees.



36



A. General Information

Calculating DART

- * For example: Employees of the BESAFE company, including temporary and leased workers, worked 330,000 hours.
- * There were 2 injury and illness cases involving days away and/or restricted work activity and/or job transfer from the OSHA 300 Log (total of column H plus column I).
- * The DART rate would be ?? **1.2**



37



A. General Information

Calculating Incidence Rates

7. Recordable Nonfatal Injury and Illness Case Incidence Rates

— Total Case Incidence Rate (TCIR)

$$\frac{\text{Total OSHA Recordables} \times 200,000}{\text{total work hours}} = R$$

— Days Away, Restricted, Transferred (DART)

$$\frac{\text{DART cases} \times 200,000}{\text{total work hours}} = R$$

— Refer to OSHA's Web site: www.osha.gov



38



Injury and Illness Rates Calculation Exercise

The Sleep-Eaze Bedding Company manufactures mattresses and has decided to apply for VPP.

- * In 2016, they had 120 employees who worked a total of 224,838 hours. They had 3 recordable injuries during the calendar year. Two missed work for a combined total of 12 days.
- * In 2017, they had 121 employees who worked a total of 230,452 hours. They had 6 recordable injuries during the year. Three of these missed work or were on light duty for a total of 32 days.
- * In 2018, they had 123 employees who worked a total of 259,998 hours. They had one recordable injury during the year, but that person missed no time away from her regular position.



39

Table 1. Site Employee Recordable Nonfatal Injury and Illness Case Incidence Rates

Year	Hours	Total # of Cases	TCIR	Number of Cases Involving Days Away from Work, Restricted Activity or Job Transfer	DART Rate
2016					
2017					
2018					
Total					
Site Three-Year Rate (2016 - 2018)					
BLS National Average for 2015 (NAICS 33791)					
BLS National Average for 2016 (NAICS 33791)					
BLS National Average for 2017 (NAICS 33791)					
Most Favorable BLS Rate					

40

Table 1. Site Employee Recordable Nonfatal Injury and Illness Case Incidence Rates

Year	Hours	Total # of Cases	TCIR	Number of Cases Involving Days Away from Work, Restricted Activity or Job Transfer	DART Rate
2016	224638	3	2.67	2	1.78
2017	230452	6	5.2	3	2.6
2018	259998	1	0.7	0	0.0
Total	715088	10		5	
Site Three-Year Rate (2016 - 2018)					
BLS National Average for 2015 (NAICS 33791)					
BLS National Average for 2016 (NAICS 33791)					
BLS National Average for 2017 (NAICS 33791)					
Most Favorable BLS Rate					

41

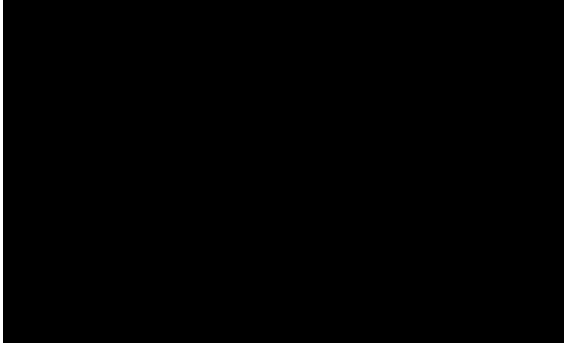
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BLS National Average for 2016 (NAICS 33791)					
BLS National Average for 2017 (NAICS 33791)					
Most Favorable BLS Rate					

42



Testimonial



43



Questions???



44



B. Management and Employee Involvement



45

VPP Elements

Management Leadership and Employee Involvement

Managers at all levels need to be actively involved

Employees must be actively involved



46

B. Management Leadership

1. Commitment

Describe ways management demonstrates commitment.

Attach a copy of your top level safety policy specific to your facility.



47

B. Management Leadership

“Nothing is more important in the Salt Group than health and safety... not production, not sales, not profit.”



48



Environmental, Health and Safety Policy

- * It is Salt Group's objective to be an industry leader and to achieve continuous improvement in EHS performance.
- * The Group will conduct its business in a manner, which is protective of the environment, health and safety of its employees, the communities surrounding its facilities, the general public and its customers.
- * EHS must be integrated into all activities on an ongoing basis to attain industry leadership. The following points shall be our guide in conducting our daily business:
 - * Nothing is more important than EHS... Not Production, Not Sales, Not Profit.
 - * All injuries, work induced illnesses and adverse events are preventable... they are not inevitable.
 - * EHS is a management responsibility... and it can be managed as successfully as our business.
 - * All spills and non-compliance with government regulations or Company Policy must be reported in a timely manner.
 - * EHS is an individual responsibility... and a condition of employment.
 - * Every task must be performed with a concern for EHS... including product development; facility design and operation; and the transportation, sale, use and final disposition of our products.
 - * A commitment to EHS is a commitment to do things right. This will result in an accident-free workplace, good product stewardship and the optimization of all activities.



49



B. Management Leadership

"If your actions inspire others to dream more, learn more, do more, and become more, you are a leader"

John Quincy Adams



50



B. Management Leadership

2. Organization

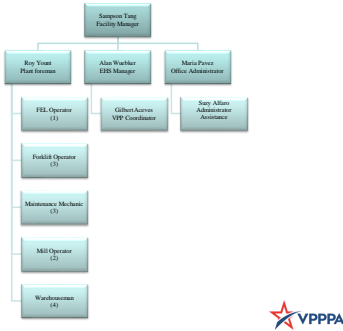
Describe how your company's safety and health functions fit into your overall management. Attach a copy of your organization chart.



51



Organizational Chart



52



B. Management Leadership

3. Responsibility

Describe how your line and staff are assigned safety and health responsibilities.



53



B. Management Leadership

4. Accountability

Describe the system used for establishing accountability amongst:

- Employees
- Contractors
- Line supervisors
- Top management

Attach: Sample Appraisal Forms



54



Accountability Examples

- ✧ Description of how your employees are involved in the process. (Safety committees, inspections)
- ✧ Pre Qualification Surveys for Contractors.
- ✧ Perception Survey on supervisors and managers involved in safety.
- ✧ Goals set for facilities top management.



55



B. Management Leadership

5. Resources

Describe the safety and health resources:

- Commitment of adequate S & H staff
- Adequate S & H equipment
- Available budget/capital investments
- Access to/use of certified safety/health professionals (corporate office, consultants, etc.)



56



B. Management Leadership

6. Goals and Planning

Identify your annual plans that set specific safety and health goals and objectives. Describe how planning for safety and health fits into your overall management planning process.



57



B. Management Leadership

“Failing to plan IS planning to fail”

John Wooden
(UCLA Basketball Coach)



58



Training Matrix

MSLB - Training Agenda - 2009	Freq.	Groups	Jan '09	Feb '09	Mar '09	Apr '09	May '09	Jun '09	Jul '09	Aug '09	Sept '09
Fall Protection Training											
Forklift Training	yr	W, M									
Medical Records Access	yr	All									
Hazard Communication / Prop 65 / Regre Haz	yr	All									
Hearing Conservation	yr	All									
IIPP Training	yr	All									



59



EHS Action Matrix

M=monthly, Q=quarter, W=weekly,
O=quarterly, Y=yearly

Freq uenc y	Entity Reporting To	Due Date	J a n	F e b	M a r	A p r	M a y	J u n	J u l	A u g	S e p	O c t	N o v	D e c
ENVIRONMENTAL														
	M	R&H	5th bus. day of month											
	O	MSLB	1-Feb											



60

B. Management Leadership

7. Self Evaluations

Provide a copy of the most recent annual self-evaluation of your site's safety and health management system. Include assessments of the effectiveness of the VPP elements.

Describe how you prepare and use the self-evaluation



61

Your Annual Evaluation will Define Your Journey

ABOUT OSHA - WORKERS - EMPLOYERS - REGULATIONS - ENFORCEMENT - TOPICS - NEWS - DATA - TRAINING -

Voluntary Protection Programs

The Voluntary Protection Programs (VPP) recognize employers and workers in the private industry and federal agencies who have implemented effective safety and health management systems and maintain them and focus on the prevention of injury and illness. Statistics averages for the respective industries. In VPP, management, labor, and OSHA work cooperatively and proactively to prevent injuries, illnesses, and diseases through a system focused on hazard prevention and control, worker safety, training, and management commitment and worker involvement. To participate, employers must submit an application to OSHA and undergo a rigorous onsite evaluation by a team of safety and health professionals. OSHA support is required for applicants represented by a bargaining unit. VPP participants are re-evaluated every three to five years to remain in the program. VPP participants are exempt from OSHA programmed inspections while

What's New

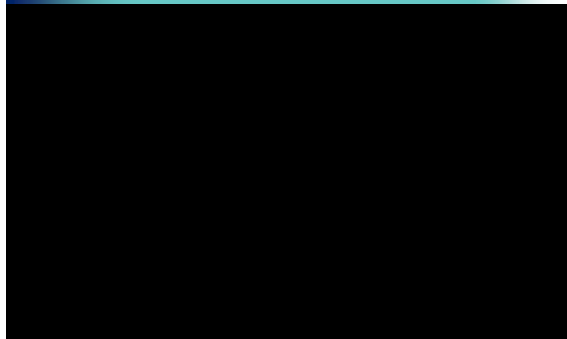
- [OSHA Lodging Agency \(OAA\) Richmond VA](#)
- [Hartman LLC, Decatur, GA](#)
- [Johns Hopkins's Performance Studies, Hill the Falls, Baltimore, MD](#)
- [NedClas Jamaica Bay/Elizabeth Island, Far Rockaway, NY](#)

- [What's New](#)
- [Success Stories](#)
- [SDE Program](#)
- [VPP Resources](#)
- [Partner Links](#)
- [Cooperative Program](#)



62

Testimonial



63



B. Employee Involvement



64



B. Employee Involvement

- ★ VPP is a very employee centered/driven/involved program.
- ★ Describe how you notify employees about VPP.
- ★ Describe at least three meaningful ways employees are involved.



65



Sample of Employee Notification

VPP Kick Off Celebration



66

Sample of Employee Notification

VPP Kick Off Celebration








67

Sample of Employee Notification

VPP Kick Off Celebration

68

Sample of Employee Notification



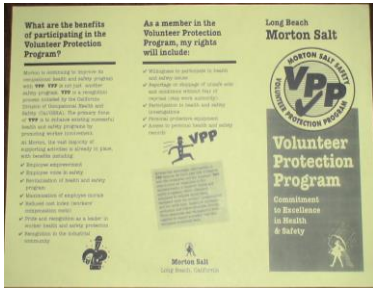
ELEMENTS OF VPP

1. MANAGEMENT LEADERSHIP & EMPLOYEE INVOLVEMENT
2. WORKSITE ANALYSIS
3. HAZARD PREVENTION & CONTROL
4. SAFETY & HEALTH TRAINING




69

Sample of Employee Notification



70

B. Employee Involvement (cont'd.)



Examples of meaningful employee involvement in activities and decision making are:

- ✧ conduct safety inspections
- ✧ conduct investigations
- ✧ provide S & H training
- ✧ perform hazard analyses/accident investigations



71

Safety Inspection



72



B. Employee Involvement (cont'd.)

- ✧ Provide material for safety meetings.
- ✧ Evaluate S & H program.
- ✧ Take suggestions and implement changes.
- ✧ Analyze and recommend hazard corrections.



73



Safety Training



74



Safety Training



75

Safety Training



76

B. Employee Involvement (cont'd.)



- ✧ Employees throughout the hierarchy conduct new employee orientation.
- ✧ Review safety procedures.
- ✧ Employees review process changes that affect them.
- ✧ Participate actively on S & H committees in the above areas.



77

Hands on Training



78

Hands on Training



79

Team Building Exercise



80

Team Building Exercise



81



Team Building Exercise



82



B. Employee Involvement

- Formal signed statements from all collective bargaining agents indicating support of your application to VPP.
- Where no collective bargaining agent is authorized, written assurance by management that employees understand and support VPP participation.



83



Group Exercise

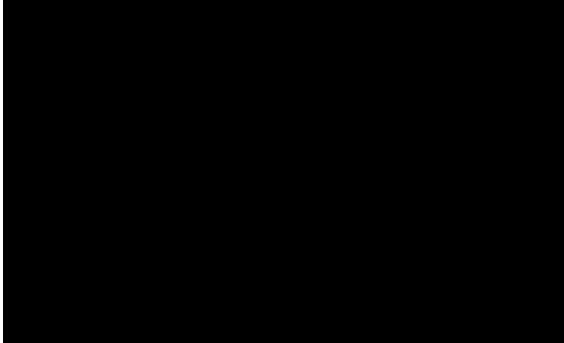
- List the ways your employees are involved in your safety programs that have real meaning.
- How are employees trained in the VPP elements?
- How are employees and managers held accountable for their participation in VPP?



84



Testimonial



85



B. Management Leadership

10. Contract Worker Safety

Describe the process and the pre-selection criteria used for selecting contractors to perform jobs at your site.



86



Contractor Screening/Selection Process

- ✧ Do they have an Safety Manual (APP or IIPP) as required per the jurisdiction?
- ✧ Contractor pre-qualification survey
- ✧ Insurance (EMR)
- ✧ Historical citations with OSHA screening
- ✧ OSHA 300A Summary for the past 3 years



87



B. Management Leadership

10. Contract Worker Safety

Describe your documented oversight and management system for ensuring that all contract workers who do work at your site enjoy the same safe and healthful working conditions and the same quality protection as your regular employees.



88



Monitoring Process

- ✧ Inspections done while contractors are on premises
- ✧ Tool Inspection to ensure proper tools are being used.
- ✧ Tail gate meetings
- ✧ Certifications of operators for special equipment.



89



Group Exercise

- ✧ How does your facility ensure that proper authority and adequate resources have been committed to workplace safety and health?
- ✧ Describe some of the resources available.
- ✧ How are contractors involved in VPP?
- ✧ How is management involved in VPP?



90



B. Management Leadership

11. Site Map

Need to provide a site map or general layout in the application.



91



Questions???



92



C. Worksite Analysis



93



C. Worksite Analysis

Effective safety and health management must begin with a thorough understanding of all Potentially hazardous situations to which employees may be exposed



94



C. Worksite Analysis

1. Baseline Hazard Analysis

- Describe the methods used for baseline hazard analysis to identify health and safety hazards associated with your specific work environment.
- For example, air contaminants, noise or lead. Identify the safety and health professionals involved and explain sampling rationale.



95



C. Worksite Analysis

2. Hazard Analysis of Significant Changes

- Explain how, prior to activity or use, you analyze significant changes to identify uncontrolled hazards and the actions needed to eliminate or control these hazards.
- Significant changes may include non-routine tasks and new processes, materials, equipment and facilities.



96



Worksite Analysis

3. Hazard Analysis of Routine Jobs, Tasks and Processes

- Describe the system used for examination and analysis of health and safety hazards associated with routine tasks, jobs, processes and/or phases.
- Provide some sample analyses and any forms used. NOT Blank forms



97



Worksite Analysis

✧ Industrial Hygiene (IH) Program.
A written IH program is required. The program must establish procedures and methods for identification, analysis, and control of health hazards for prevention of occupational disease.



98



Worksite Analysis

4. Self-Inspections

- Describe your worksites routine health and safety inspection procedures.
 - Sites must be inspected at least weekly for construction and monthly for general industry with the entire site being inspected at least quarterly.
- Indicate who performs inspections, their training and how you track any hazards.



99



C. Worksite Analysis

5. Employee Reports of Hazards

Describe how employees notify management of uncontrolled health or safety hazards. Explain procedures for:

- Formal hazard reporting system
- Protection from reprisal
- Timely and appropriate responses
- One method of reporting must be anonymous



100



C. Worksite Analysis

5. Employee Reports of Hazards

Describe system used to ensure all hazards are corrected.



101



Worksite Analysis

6. Accident and Incident Investigations

Describe your written procedures for investigation of accidents, near-misses, first-aid cases and other incidents.

- What training do investigators receive?
- How do you determine root causes?



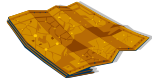
102



Worksite Analysis

7. Trend Analysis

- Describe the system you use for safety and health data analysis.
- Indicate how you collect and analyze data from all sources, including injuries, illnesses, near-misses, first-aid cases, work order forms, incident investigations, inspections, and self-audits.
- Describe how you use analysis results



103



C. Worksite Analysis

Sometimes there is too much information or stress to process and do a good job!



104



Group Exercise

- ✧ How do employees bring their safety and health concerns to management's attention?
- ✧ How does your facility track the hazard correction process and ensure that employees are informed of action taken?
- ✧ How often is your ongoing Worksite Evaluation updated?



105



Group Exercise (cont'd.)

- ✧ How does your site conduct the Annual Evaluation?
- ✧ Who participates in the evaluation process?
- ✧ How do employees contribute to the evaluation?



106



Questions???



107



D. Hazard Prevention & Control



108

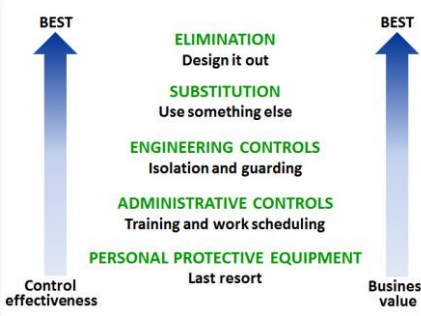
Nothing could possibly go wrong, right? – Think again!





109

Hierarchy of controls

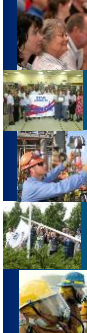



110

D. Hazard Prevention & Control

1.a Engineering Controls

Describe and provide examples of engineering controls you have implemented that either eliminated or limited hazards by reducing their severity, their likelihood of occurrence or both.

111



D. Hazard Prevention & Control

1.b Administrative Controls

Describe ways you limit daily exposure to hazards by adjusting work schedules or work tasks, for example, job rotation.

This also includes protective safety devices



112



D. Hazard Prevention & Control

1.c Work Practice Controls

Describe and provide examples of your work practice controls.

- For example, safe and healthful work practices, specific programs to address OSHA standards and procedures for specific operations.
- Identify major technical programs and regulations that pertain to your site, such as lockout/tagout, process safety management, hazard communication, machine guarding and fall protection.



113



D. Hazard Prevention & Control

1.d Personal Protective Equipment

Describe and provide examples of required personal protective equipment your employees use.



114



D. Hazard Prevention & Control

Surveillance of Hazard Controls

Make sure the controls that you put in place work as intended

If not why not????



115



D. Hazard Prevention & Control

2. Safety and Health Rules provide evidence of:

- Written S & H rules
- Adequate communication channels to all employees
- Effective disciplinary measures
- Positive reinforcement systems

Attach: Copy of site's S & H rules



116



D. Hazard Prevention & Control

3. Preventive Maintenance and Predictive Maintenance (Clarify the difference)

Describe your written system for monitoring and maintaining workplace equipment. Provide a brief summary of the type of equipment covered.



117



D. Hazard Prevention & Control

4. Occupational Health Care Program

Describe your on-site and/or off-site medical service and physician availability.

- Explain how you utilize the services of licensed occupational health care professionals. Indicate the coverage provided by employees trained in first aid, CPR and other paramedical skills, their training and available equipment.



118



D. Hazard Prevention & Control

5. Emergency Preparedness

Describe your emergency planning and preparedness system. Give details in narrative form of:

- Emergency programs and training
- Annual drills for all employees
- Selection of credible and relevant scenarios for your facility



119



D. Hazard Prevention & Control

Examples that require annual recertification:

- emergency response from fire department and ambulance service
- CPR training
- directional map for emergency medical treatment
- VPP annual evaluation
- confined spaces
- respiratory protection
- hazardous spills and leaks



120



D. Hazard Prevention & Control

Process Safety Management (if applicable)

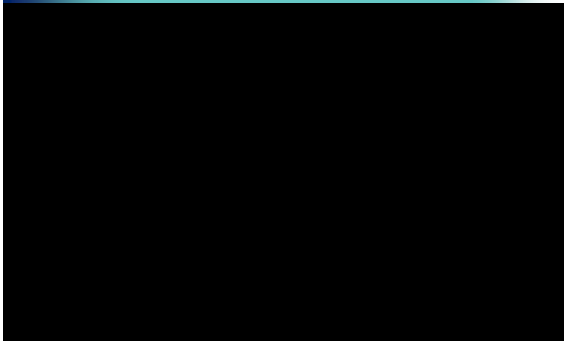
- PSM Supplemental Application will need to be completed (list of questions you must answer in your application).
- Describe your PSM approach in general and identify documentation available onsite.



121



D. Hazard Prevention & Control (cont'd.)



122



Questions???



123



E. Safety & Health Training



124



E. Safety and Health Training

1. Describe the formal and informal safety and health training provided for managers, supervisors, and employees.



125



E. Safety and Health Training

2. Identify training protocols, schedules, and information provided to supervisors and employees on programs such as:

- New employee and visitor orientation
- Hazard recognition
- Hazard communication
- Personal protective equipment
- Handling of emergency situations
- PSM (If Applicable)



126



E. Safety & Health Training

Training Checklist:

- ✧ Training for managers and supervisors that emphasizes safety and health leadership responsibilities
- ✧ Training for all employees on the site's safety and health management system, hazards, hazard controls in place and VPP.



127



E. Safety & Health Training

3. Describe how you verify the effectiveness of the training you provide.



128



E. Safety & Health Training

Training Checklist:

- ✧ Training that enables employees to recognize hazardous conditions and understand safe work procedures.
- ✧ A method for assessing employee comprehension and training effectiveness.



129



E. Safety & Health Training

Training Checklist:

- ✧ Documentation of all training that individual employees receive. (i.e., testing methods, available documentation/training records).



130



E. Safety & Health Training

For example:

- ✧ Employees know what they are supposed to know (training tests – follow up).
- ✧ Training records are individualized and there is a fail safe.



131



Group Exercise

- ✧ What training is provided at your facility?
- ✧ Who is responsible for giving the training?
- ✧ How do you document the training?
- ✧ How do you determine who receives what training?
- ✧ How do you verify knowledge/Effectiveness?



132

Questions???



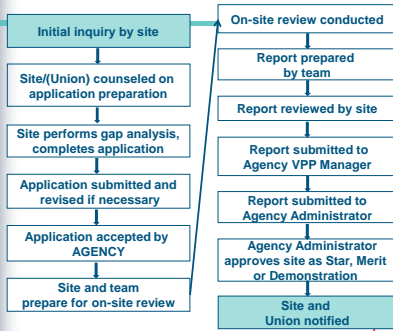
133

The VPP Onsite Review



134

VPP Process Overview



Company can withdraw at any time



135



What to expect from the Onsite Review

- ★ The Opening Conference
- ★ Documentation Review
- ★ Employee Interviews
- ★ Site Tour
- ★ Closing Conference



136



What to expect from the Onsite Review

- 1) Opening Conference: with company officials and, where appropriate, employee representatives.
- 2) Document Review: verify the information submitted in the application.
- 3) Plant Walkthrough: ensure the program is operating as described and that any serious hazards found are corrected ASAP or plans to correct the hazards are prepared while team onsite.



137



What to expect from the Onsite Review

- 4) Employee Interviews: with a wide variety of company and contract employees to determine the level of involvement in and perception of the company safety and health program.
- 5) Closing Conference: to brief site representatives at the conclusion of review, includes findings, recommendations a copy of draft report, and list of any 90-day items.



138



Typical Onsite Week

Day	Mon	Tue	Wed	Thu	Fri
AM	Travel, Strategy meeting	Program Review	Site Walk-through, Interviews	Cleanup Details	Report Preparation Closing Conference
PM	Opening, Tour, Interview Selection, Doc review, De-brief	Program Review, Site Walk-through, De-brief	Site Walk-through, Interviews, De-brief	Cleanup Details, Report Cleanup, De-brief	Travel



139



F. Assurances



140



F. Assurances

1. Compliance

- You will comply with the Occupational Safety and Health Act (OSH Act) and correct in a timely manner all hazards discovered through self-inspections, employee notification, accident investigations, OSHA onsite reviews, process hazard reviews, annual evaluations, or any other means. You will provide effective interim protection, as necessary. Federal applicants also agree to comply with Title 29 of the Code of Federal Regulations (CFR), Part 1960 – Basic Program Elements for Federal Employees.



141



F. Assurances

2. Correction of Deficiencies

- Within 90 days, you will correct safety and health deficiencies related to compliance with OSHA requirements and identified during any OSHA onsite review.



142



F. Assurances

3. Employee Support

- Every site must have employee support for VPP.
- UNION SITES MUST HAVE AUTHORIZED AGENTS SIGN A WRITTEN STATEMENT OF SUPPORT FOR VPP.



143



F. Assurances

4. VPP Elements

- VPP elements are in place and management commits to meeting and maintaining the requirements of the elements and the overall VPP.



144



F. Assurances

5. Orientation

- Employees, including newly hired employees and contract employees, will receive orientation on VPP, including employee rights under VPP and under the OSH Act or 29 CFR 1960.



145



F. Assurances

6. Non-Discrimination

- You will protect employees given safety and health duties as part of your safety and health management system from discriminatory actions resulting from their carrying out such duties, just as Section 11 (c) of the OSH Act or 29 CFR 1960.46(a) protect employees who exercise their rights.



146



F. Assurances

7. Employee Access

- Employees will have access to the results of self-inspections, accident investigations and other safety and health data upon request.
- At unionized construction sites, this requirement may be met through employee representative access to these results.



147



F. Assurances

8. Documentation

You will maintain your safety and health management system information and make it available for OSHA review to determine initial and continued approval to VPP. This information will include:

- Any agreements between management and the collective bargaining agent(s) concerning safety and health.
- All documentation enumerated under Section III.J.4. Of the July 24, 2000 Federal Register Notice.
- Any data necessary to evaluate the achievement of individual Merit or 1-Year Conditional Star goals.



148



F. Assurances

9. Annual Submission

Each year by February 15, you will submit the following information to your designated OSHA Regional VPP Manager:

- Participant Rates
- Contractor Rates
- Annual Evaluation



149



F. Assurances

10. Organizational Changes

Whenever significant organizational or ownership changes occur, you will provide OSHA within 60 days a new Statement of Commitment signed by both management and any authorized collective bargaining agents.



150



F. Assurances

11. Collective Bargaining Changes

Whenever a change occurs in the authorized collective bargaining agent, you will provide OSHA within 60 days a new signed statement indicating that the new representative supports VPP participation.



151



Questions???



152



Resources

- VPPPA Mentoring Program
- Regional & State OSHA Contacts



153



Mobile Workforce

- ✧ Short term projects
- ✧ Mobile workforce
- ✧ Company unit or site based applications
- ✧ Area or site approvals
- ✧ Sampling of area sites for evaluation



154



Overview – Helpful Web Sites

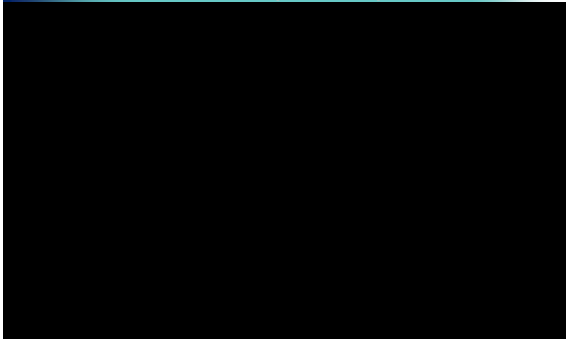
- ✧ U.S. Department of Labor, OSHA:
www.osha.gov
- ✧ NAICS Codes:
<http://www.osha.gov/oshstats/naics-manual.html>
- ✧ Bureau of Labor Statistics:
<http://www.bls.gov>
- ✧ Voluntary Protection Programs Participants' Association, Inc. (VPPPA): www.vpppa.org



155



VPP Participants' Association (VPPPA)



156



For More Information

VPP Participants' Association, Inc.
(VPPPA)
7600 Leesburg Pike, East Building
Suite 100
Falls Church, VA 22043-2004
Tel: (703) 761-1146
Fax: (703) 761-1148
www.vpppa.org



157



VPP Application Workshop ®

Thanks for attending!



PLEASE FILL OUT
EVALUATION FORMS
BEFORE LEAVING TODAY



158
