Department of Defense
Voluntary Protection Programs Center of Excellence

DoD VPP CX

VPP Criteria for a Basic Evaluation of the Safety and Health Program

Objectives

- Understand the VPP Requirements for Annual Self-Evaluation
- Understand how to assess your S&HMS
- Understand the importance of the annual self-evaluation
- Understand how the eVPP tool can assist in the annual self-evaluation process

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Annual Safety and Health Program Evaluation Overview

- What it is
  - A quality evaluation for planning and checking on the progress of your safety and health management system
  - Assesses strengths and weaknesses
  - Includes recommendations - with responsibility assignments and time lines
  - Represents Check and Act in the Deming circle
- What it is not
  - An inspection of the worksite
  - A brief report pointing out hazards or saying everything is okay

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Annual Submission Requirements

- When do you have to do it
  - At time of application you must submit the most recently completed self-evaluation
  - Following Star or Merit Recognition the Annual Self-Evaluation must be submitted by February 15th each year (March 15, 2011 for 2010 evaluations)
- What Is Due
  - Applicable contractors' injury and illness (I&I) rates
  - Sites three year injury and illness rates
  - Description of significant changes/events
  - Progress made on previous year's recommendations
  - Evaluation of each element and sub-element
  - Goals for improvement
  - Success Stories

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Written Instructions vs. VPP Requirements

- DoD Instruction 6055.1
- AFI91-301
- AR 385-10
  - DA PAM 385-10
- ARNG 385-10
- DLAM 6055.1
- MCO 5100.8F
- OPNAVINST 5100.23G
- USACE 385-1-1

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Relationship to Existing USMC Guidance

From NAVMC Directive 5100.8:

- "Qualified OSH inspectors will inspect all facilities, training areas, recreational areas, and work centers at least annually."
- "Work center and program inspections are conducted quarterly, at a minimum, by the assigned work center safety representative or the supervisor to determine that safety is inherent within the processes and within the facility."

From OSHA VPP Policy and Procedures Manual:

- "The annual evaluation must be a critical review and assessment of the effectiveness of all elements and sub-elements of a comprehensive safety and health management system. It must identify the strengths and weaknesses of the safety and health management system and contain specific recommendations, time lines, and assignment of responsibility for making improvements."

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VPP Requirements

- Management Leadership and Employee Involvement
- Worksite Analysis
- Hazard Prevention and Control
- Safety and Health Training

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Management Leadership and Employee Involvement (ML&EI)

- Top Management Leadership and Employee Involvement
- Policies, Goals, and Objectives
- Planning and Resources
- Responsibilities and Accountability
- Active Employee Involvement
- Contractor Worker Coverage

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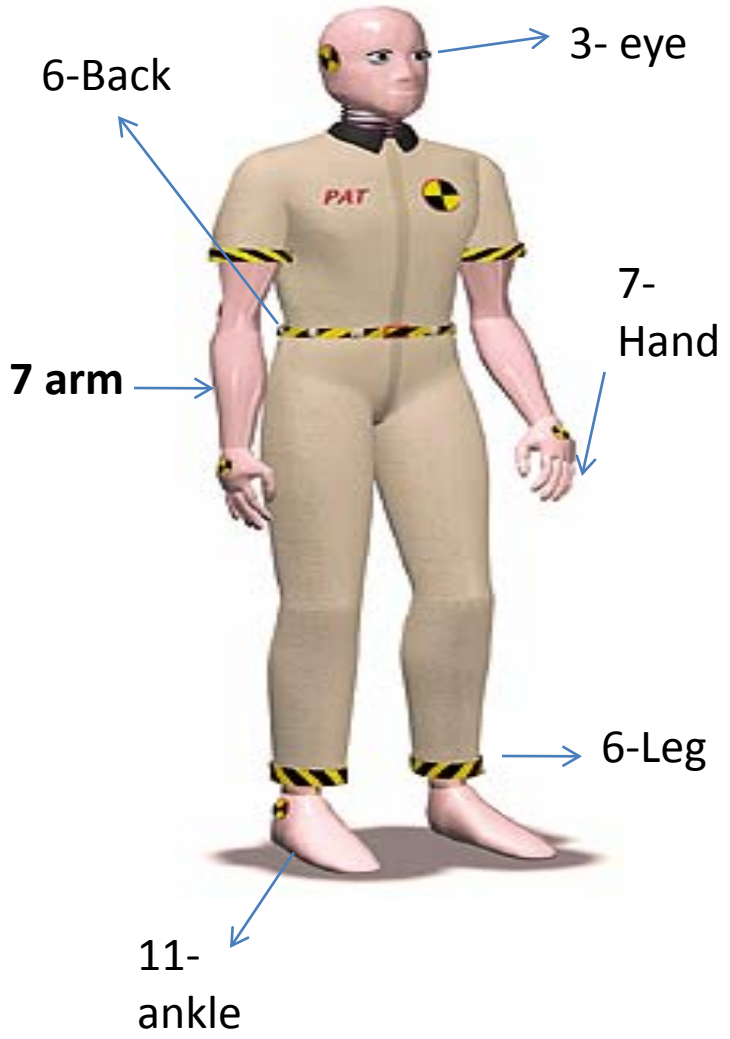
ML&EI Example

- **Element - Management Leadership / Employee Involvement**
- **Sub-element -** Visible Top Management Leadership
- **Activities During the Year:** The plant manager and all managers are encouraged to participate in committee meetings when invited since the committees are made up and run by employees. Also, safety is always the first topic discussed during monthly employee meetings. The Plant Manager makes regular visits to the work area to visit with employees regarding safety and health issues and gages their satisfaction. An open door policy is in place to ensure employee access to top management, and was used several times over the last year. Managers are required to demonstrate leadership by always wearing proper PPE regardless of the amount of time in the work area. Evidence of this is demonstrated by the reporting of a supervisor for not wearing safety shoes, and action taken by the Plant Manager.
- **Evaluation of sub-element:** This sub-element is effective.
- **Recommendations for Improvement:** Managers have only attended about half of the committee meetings for which they were invited. Issue new policy letter reinforcing the need for management attendance at committee meetings, and review it with managers during the next weekly staff meeting.
- **Assignment of Responsibility:** Commanding Officer
- **Target Date for Completion:** February 28th, 2011

Worksite Analysis

- Pre-Use Analysis
- Surveys
- Industrial Hygiene Sampling
- Hazard Analysis
- Routine Inspections
- Written Employee Reporting System
- Accident Incident Investigation
- Trend Analysis
  - Leading and Lagging Indicators



Hazard Prevention and Control

- Hazard Elimination and Control
- Initiating and Tracking System
- Preventive and Predictive Maintenance
- Occupational Health Care Program
- Emergency Procedures
- Engineering, Administrative, Work Practice Controls
- Personal Protective Equipment
- Hazard Control Programs

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Hazard Prevention and Control Example

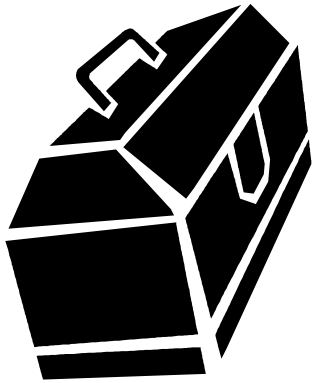
- **Element - Hazard Prevention and Control**
- **Sub-element - Personal Protective Equipment**
- **Activities During the Year:** Workplace Assessments are conducted by Industrial Hygienists, Supervisors and Safety Department personnel to determine if hazards are present in the workplace that warrant the use of PPE. These assessments are conducted for all processes/operations to determine PPE requirements, with the understanding that PPE is not a desirable substitute for engineering or administrative controls. Department Heads/supervisors ensure that hazard signs are posted at entrees to hazardous areas and that employees use proper PPE. PPE is furnished at no cost to the employee. Supervisors and employees are trained in the use of PPE and understand that PPE is a “last line of defense” and does not actually eliminate the hazard itself. An overview regarding the importance of PPE and its usage is included in the New Employee Orientation.
- **Evaluation of sub-element**: This sub-element is effective.
- **Recommendations for improvement**: No major changes needed at this time.

Safety and Health Training

- Managers
- Supervisors
- Non-Supervisory Employees
- Contractor Employees
- Visitors
- Emergencies
- PPE
- Safety and Health Rules

Tools

- VPP CX Gap Analysis and Action Plan:
  - Can be used as your “most recently completed annual self-evaluation” at the time of application, if it is the most recent.
- e-VPP has an annual self-evaluation module
  - This tool can be used to document annual self evaluations done prior to Star Recognition and following Star Recognition



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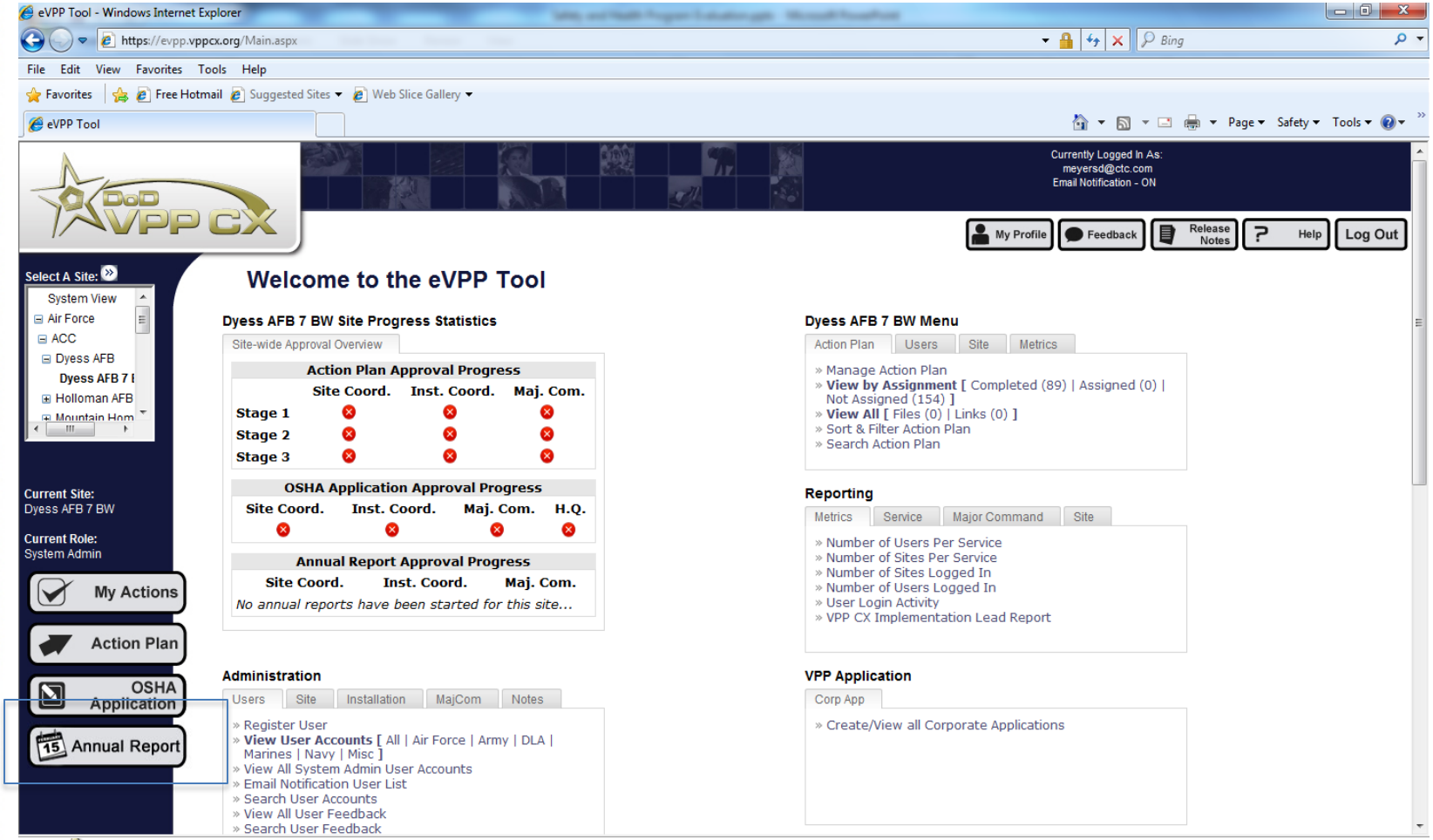
eVPP Tool



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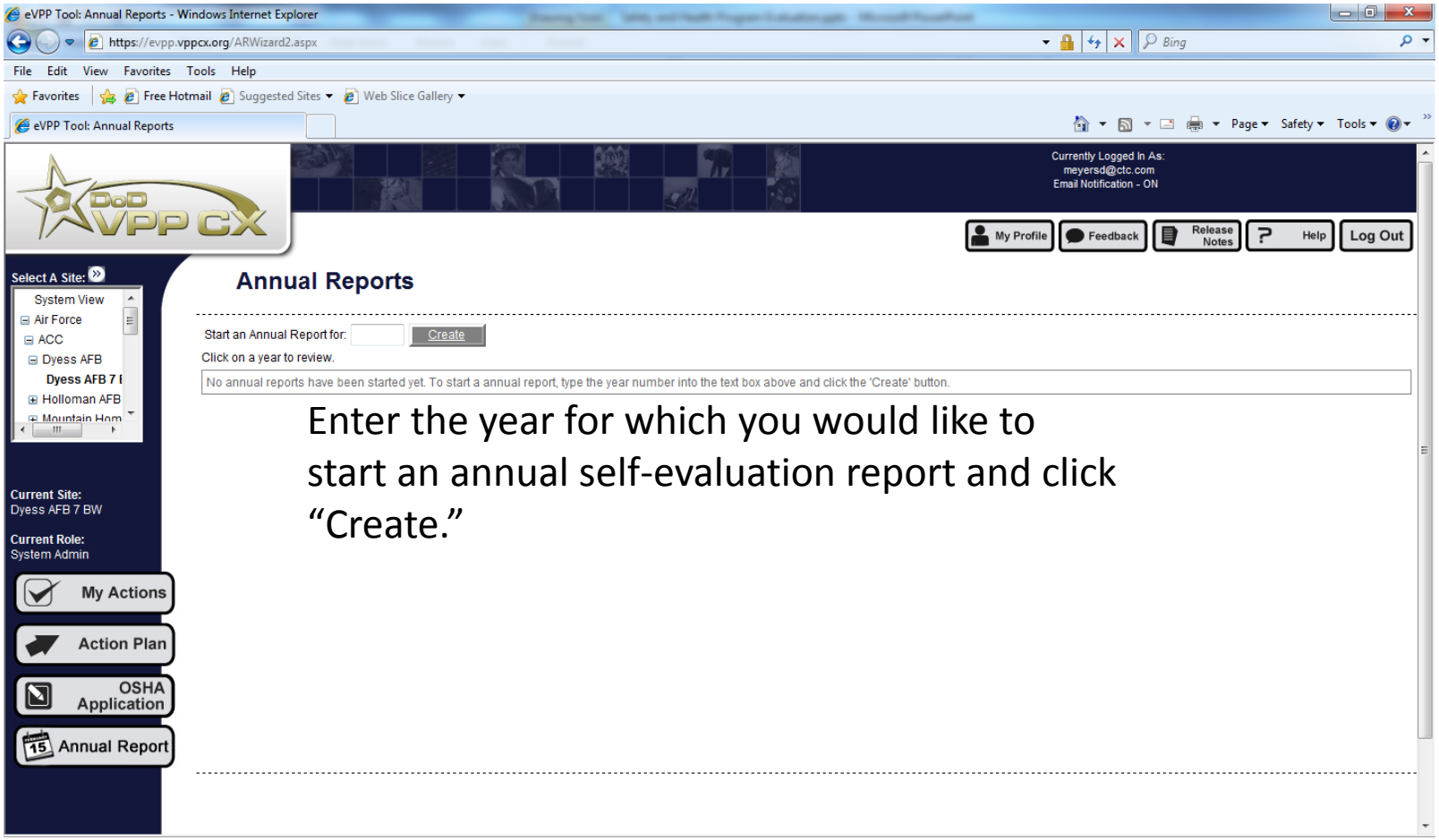

Enter the year for which you would like to start an annual self-evaluation report and click "Create."

Annual Report 2011

application | files | links | approval process | Printable Application

Major Command

- Major Command
- Site
- VPP Contact
- Collective Bargaining
- Employees
- Site Injury & Illness Rates
- Contractor Injury & Illness Rates
- Significant Changes
- Narratives
- Goals
- Success Stories

Major Command Name:	ACC
Major Command Address 1:	acc major command 2
Major Command Address 2:	2B
Major Command City:	fsdfa
Major Command State:	MN
Major Command Zip Code:	23459
Major Command Phone Number:	

The Narrative Section Includes all Four Elements

Next | Save Current Progress

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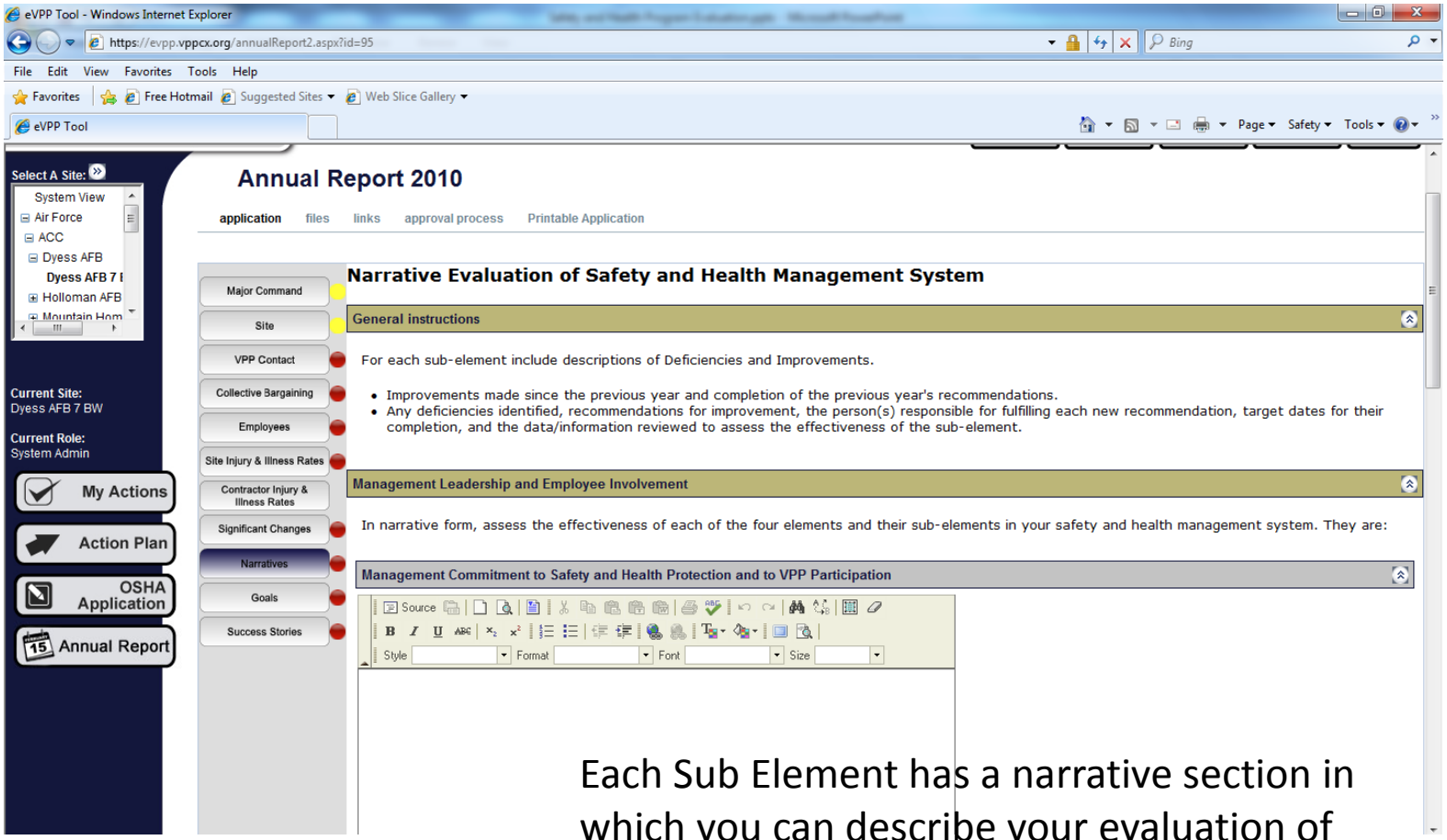
eVPP Tool



Each Sub Element has a narrative section in which you can describe your evaluation of that Sub Element.

Qualities of a Good Evaluation

- Honest, critical, objective and comprehensive
- Conducted in a timely manner
- Analyzes all VPP elements and sub-elements
- Focuses on leading indicators while reporting required lagging indicators (TCIR and DART)
- Sets challenging & attainable goals with activity-based objectives for upcoming year
- Celebrate successes and openly discusses shortcomings

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Process for Conducting the Self-Assessment

- Ask Yourself for each Sub Element
  - Is it comprehensive?
  - Is it operating effectively and meeting established goals and objectives?
  - Are there problems that require the development and implementation of solutions in order to achieve or maintain (depending on whether it is pre or post star recognition) world class performance and VPP eligibility?
  - What improvements can be made to make it even more effective?
  - What goal/objective modifications should be made for the upcoming year?

Process for Conducting the Self-Assessment

- Include interviews/discussions with employees and managers
- Review written programs, policies, procedures
- Include facility walkthroughs, informal discussions, observations
- Should include independent non-S&H professionals who can ask critical questions without making assumptions
- Provide opportunities for employee involvement
- Be creative, try to keep S&HMS elements “evergreen”
- Capitalize on best practices from other Star Sites
- Use statistical analysis of your leading and trailing indicators

Examples of Annual Self-Evaluations

Examples of Annual Self Evaluations can be found on the CX website, www.vppcx.org, under

Worksite Analysis.

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Knowledge Check

1. OSHA's VPP Policy and Procedures Manual specifically requires the annual evaluation of your site's safety and health management to include which of the following: (a) a compliance inspection of site workplaces; (b) a critical review S&HMS strengths and weaknesses; (c) an update of your eVPP Action Plan; (d) recommendations for improvement?
   a. (a) and (b)
   b. (b) and (d)
   c. (b) and (c)
   d. (a), (b), (c), and (d)

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Knowledge Check

2. The team that completes your site's annual S&HMS evaluation should be made up of: (a) non-supervisory employees; (b) managers; (c) supervisors; (d) safety and health professionals.
   a. (a), (b), (c), and (d) – the more the merrier!
   b. (b) and (d) – they are the ones who determine the site's future direction
   c. (a), (b), and (c) – the safety staff should not be evaluating their own performance
   d. (d) – the others do not have the required qualifications
3. Under certain circumstances, your site's updated VPP gap analysis and eVPP Action Plan can serve as your annual S&HMS evaluation.
   a. True
   b. False

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Knowledge Check

4. After a site receives VPP Star or Merit recognition, the site's annual S&HMS self evaluation is normally due to OSHA by what date?
   a. January 31 each year
   b. February 28 each year
   c. February 15 each year
   d. March 1 of the first year following recognition, and March 1 of every second year thereafter (2 year cycle)
5. The VPP CX eTools for your site include a specific module designed to document annual S&HMS evaluations, both before and after VPP Star or Merit to OSHA.
   a. True
   b. False

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