

VPP IMPLEMENTATION GUIDE

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Introduction

Instructions for Completing VPP Implementation Guide Sections

Documenting your site's safety and occupational health program is essential to ensure complete coverage of all program-required activities. The VPP Implementation Guide has templates that serve to standardize your site's written programs.

The Implementation Guide is designed to be tailored specifically to each facility. They are not complete until each underlined or block space is completed and edited by the facility. It is important to ensure that departments are also listed whenever a name is inserted, as personnel turnover may occur, but responsibilities typically remain with the department.

At the top of each program's first page is a header with a space for your facility's name. If this is to be a controlled document, the header is set up to permit revision number, effective dates and an origination date. As the procedures are revised, indicate the Revision number and date, as listed.

The written programs in the VPP Implementation Guide all have the following elements in common:

The Approvals part of the written program is to contain the signatures of the site manager and the health and safety manager.

The Program Valid Date defines the date by which the program must be reviewed and reauthorized. We suggest that site programs be scheduled to terminate in staggered months, in order to even out the workload for revisions. The validation is usually set up to be every 1 –2 years to force the site to review and update procedures.

The References part lists specific documents which mandate and provide guidance for this process element. Your site should add any federal, state and local standards or other regulations and guidance references specific to a given process.

The Responsibilities part is to be completed with the department name and site function of the person who will carry out the particular piece of the program listed. It should be organized by Department or Organizational Level (manager, supervisor, etc.).

The Procedures part lists both the requirements for the process to be successful as well as the steps necessary for implementation.

The Training part details the specific training needed to successfully accomplish this process.

The Process Assessment part lists the timing at which the process itself will be audited. Each program in the VPP Guide has an individual checklist for auditing the element.

The Recordkeeping part exists to define who will keep the records related to this process.

VPP Implementation Guide Instructions

Many of the VPP Implementation Guides, in addition to the elements listed above, will have attachments specific to the program area. For instance, the industrial hygiene process will have additional elements for documenting who, what, when for qualitative and quantitative exposure assessments, quantitative exposure assessments and for employee notification of monitoring results. Again, these are guidelines to use, edit or compare to existing processes.

Disclaimer:

The suggestions and content contained herein for establishing effective safety and health programs are intended to convey generalized concepts, proven by experience to be effective in reducing workplace illnesses and injuries. They have been written in the broadest of terms in order to cover a wide range of employment and workplaces. However, before implementing any of these suggestions at your workplace, we recommend that you discuss the specifics of their implementation with your labor relations attorney or advisor, with particular reference to relevant federal law, state law, and collective bargaining relationships. They have been drafted to assist with the implementation of safety management systems and are not meant to address regulatory requirements.

The information presented here are guidelines only. They should not be interpreted as being complete, formal safety and health requirements or standards. Employers still are responsible for complying with specific legal requirements under the Occupational Safety and Health Act and any other corresponding country, federal and/or state directives, standards, and requirements.

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<i>2.1 Encouragement Process</i>		

1. *Approval:*

a. Approved by:

Site Manager Date

Safety and Health Manager Date

b. Process valid from _____ to _____.

2. *References:*

a. Regulatory

b. Other

- OSHA TED 8.4
- OSHA Program Management Guidelines
- OSHA Managing Worker's Safety and Health, Chapter 4

3. *Responsibilities/Authority/Accountability:*

a. The Site Manager is responsible for the overall implementation of the Encouragement Process.

b. Management is responsible for: _____

c. Supervisors are responsible for: _____

d. Employees are responsible for: _____

e. EHS is responsible for: _____

f. Human Resources is responsible for: _____

g. Engineering is responsible for: _____

h. Engineering encourages worker input for all projects.

i. Maintenance is responsible for: _____

j. The following person(s) or job classification is responsible for:

- S&H Communication: _____
- Process Assessment: _____

k. The site's participation in VPP is communicated to all employees during orientation and throughout the year. This is accomplished as follows: _____

2.1 Encouragement Process

- _____
- _____
- l. Employees are encouraged to become involved in activities to improve workplace safety and health by the following means: _____

 - m. Management meets with employees regularly to discuss business, production, quality, as well as safety. The meetings include discussion of specific safety and health issues and activities, particularly closure rates of safety findings that are determined as follows: _____

 - n. Employees are protected from discrimination for performing their safety duties via _____ policy.
 - o. Employees have a means to communicate safety and health concerns without the fear of retaliation. The communication means are: _____

 - p. Typical metrics used to measure the encouragement process are as follows:
 - # employees participating in safety and health process
 - # or % safety contacts (conversations, one-on-one sharing of information)
 - # action plans from these contacts

5. *Safety and health Communications:*

- a. Safety and health issues are communicated to employees at the facility. The following methods are used to convey the commitment to safety and health and to promote safety and health awareness in the facility:

	Yes	No
• Health/Safety Newsletter:	<input type="checkbox"/>	<input type="checkbox"/>
• Awareness Posters:	<input type="checkbox"/>	<input type="checkbox"/>
• Posting of EHS Policy:	<input type="checkbox"/>	<input type="checkbox"/>
• Team Meetings:	<input type="checkbox"/>	<input type="checkbox"/>
• Presentation of Statistics and Objective: Performance:	<input type="checkbox"/>	<input type="checkbox"/>
• Health/Safety Bulletin Board:	<input type="checkbox"/>	<input type="checkbox"/>
• Toolbox Meetings:	<input type="checkbox"/>	<input type="checkbox"/>
• _____: (other)	<input type="checkbox"/>	<input type="checkbox"/>
• _____: (other)	<input type="checkbox"/>	<input type="checkbox"/>

- b. To further enhance safety and health awareness, safety and health issues are incorporated into all operating team meetings and employee communications at the facility. This is accomplished as follows: _____

- _____

- _____



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<i>2.1 Encouragement Process</i>		

6. *Process Assessment:*

- a. The encouragement process is evaluated on an annual basis.
- b. The program assessment includes the input of site employees to solicit their opinion on the effectiveness of the program.
- c. The Self-Assessment Checklist is used for the evaluation and is presented as Attachment 1.
- d. Subsequent process updates are made consistent with the assessment findings and employee input.

7. *Recordkeeping:*

- a. Documentation is maintained of the various safety and health activities conducted within the facility. These records are located:
 - VPP Communication: _____
 - Employee Feedback: _____
 - Employee Surveys: _____
 - Communication: _____
 - Process Assessment: _____

8. *Attachments:*

- Attachment 1 – Self-Assessment Checklist
- Attachment 2 – Encouragement Process Flowchart

2.1 Encouragement Process

SELF-ASSESSMENT CHECKLIST

Attachment 1

Element: 2.1 Encouragement Process		Date:	
Assessment Committee:			
Instructions: Complete the checklist by answering yes or no to the following questions. Use the identified methods to gather a complete response (D - Document review; I - Interview; V - Visual inspection). Look for discrepancies with the written program and non-conformance with the requirements, along with root causes and potential corrective actions.			
	<u>Criteria</u>	<u>Yes</u>	<u>No</u>
1.	Are all employees are familiar with VPP and the site's participation?	<input type="checkbox"/>	<input type="checkbox"/> I
2.	Is communication regarding VPP participation provided?	<input type="checkbox"/>	<input type="checkbox"/> DIV
3.	Are employees are protected from discrimination for performing safety responsibilities?	<input type="checkbox"/>	<input type="checkbox"/> DI
4.	Are opportunities for employee involvement widely communicated?	<input type="checkbox"/>	<input type="checkbox"/> DIV
5.	Are there several different ways that employees can participate in the safety and health program?	<input type="checkbox"/>	<input type="checkbox"/> DI
6.	Is employee input actively sought for updates or changes in safety and health procedures or other controls ?	<input type="checkbox"/>	<input type="checkbox"/> DI
7.	Is employee feedback is solicited for safety and health programs?	<input type="checkbox"/>	<input type="checkbox"/> DI
8.	Is Safety a regular topic in department and staff meetings?	<input type="checkbox"/>	<input type="checkbox"/> DI
Overall Findings (Strengths and Weaknesses):			

New Goals:			

2.1 ENCOURAGEMENT PROCESS

Attachment 2

