

The language and criteria in the VPP*Profile*™ Screen is general so that it may be broadly applied in general industry, shipyards, marine terminals, and longshoring activities regardless of the size, nature, or complexity of operations.

The Screen consist of program elements which represent a distillation of applied safety and health management practices that are used by employers who are successful in protecting the safety and health of their employees. It is not a list of compliance requirements. These program elements are advocated by many safety and health professionals and consultants. They were strongly endorsed by individuals, corporations, professional associations, and labor representatives who responded to the OSHA request for comments and information. 53 FR 26790, published on July 15, 1988.

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VPPProfile™ Screen

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ID	Instruction	Criteria	Finding	S	R	PR	PA	P
1.0	<p>Element : Management Leadership: Provides the motivating force and the resources for organizing and controlling activities within an organization. In an effective program management regards worker safety and health as a fundamental value of the organization and applies its commitment to safety and health protection with as much vigor as to other organizational purposes. [PMG (b)(1)]</p> <p>Commitment to VPP: Actions speak louder than words. If top management gives high priority to safety and health protection in a proactive manner, others will see and follow.</p>							
1.1	<p>Section: Safety & Health Policy: A statement of policy is the foundation of safety and health management. It communicates the value in which safety and health protection is held in the business organization. If it is absorbed by all in the organization, it becomes the basic point of reference for all decisions affecting safety and health. It also becomes the criterion by which the adequacy of protective actions is measured. [TED 8.4 CPTR III, II.C.1.a; Appendix E, Section I. B & C; Appendix F 4.2.2]</p>							
1.1.1.1	D = Review policy manual, or worker handbook for policy statement. (Doc. 1 - Safety and Health Policy)	The worksite has a clearly stated policy on safe and healthful work and working conditions. [PMG(c)(1)(i)]		D			3	
1.1.1.2	I = Ask workers if they are aware of the policy (worker interview C-1). V = Observe if policy statements are posted	The safety and health policy has been communicated to all employees.		I,V			3	
1.1.1.3	I = Ask workers if they understand policy, pressing for specifics and measurements. (worker interview C-1)	The majority of personnel at the site understands the policy. [PMG(c)(1)(i)]		I			3	
1.1.1.4	D = Review policy for statement concerning safety as equal to production and quality. (Doc. 1) I = Ask workers to compare the facilities commitment to safety with production and quality. (worker interview D-1)	The policy states that safety is at least equal in priority to other organizational values (e.g., production, quality). [PMG(c)(1)(i)]		D,I			3	
1.1.1.5	D = The safety policy is signed by the highest-ranking site manager. (Doc. 1)	The policy is signed by the highest appropriate manager at the site. [PMG (c)(1)(ii)]		D			3	
1.1.1.6	D - Doc. 1	The policy or other equivalent document states management's commitment to meeting and maintaining VPP requirements.		D			3	
Total:						0	18	
				Score:		0%		

ID	Instruction	Criteria	Finding	S	R	PR	PA	P
3.2.2	Subsection: Hazard Analysis: Procedures exist to ensure the review of processes and the identification and control of related hazards. Acceptable techniques include, but are not limited to Job Hazard Analysis and Process Hazard Analysis. [TED 8.4 CPTR III, II.C.2.b]							
3.2.2.1	D = Review hazard analysis procedures. Determine if they have been completed for all routine jobs.(Doc.17 and 20)	Hazard analysis is performed for routine jobs, tasks and processes. [PMG (c)(2)(C)]		D			3	
3.2.2.2	D = Review hazard analysis procedures. Processes have clear language, and avoid terms such as "appropriate", "when necessary", "be careful", etc. (Doc.17)	Hazard analysis identifies protective measures. [PMG (c)(2)(i)(B)]		D			3	
3.2.2.3	D = Review hazard analysis procedures and safe job procedures. Have the results of the analysis made it into the safe job procedure. (Doc.17) I = Ask employees to describe the hazard analysis process for recent changes or initiatives. (worker interview E-2) V = Are job hazard analysis posted in the workplace?	Routine hazard review such as process review or hazard analysis or (in construction) phase hazard analysis results in improved safe work procedures		D,I,V			3	
3.2.2.4	D = Review training records to verify that inspectors have appropriate training. (Doc 31) I = Ask inspectors what training they have received.	Personnel performing worksite analysis should have a degree of experience and competence.		D,I			3	
3.2.2.5	D = Review hazard analysis information looking for analysis quality, control process. (Doc. 19) I = Ask safety and health director to explain the process of reviewing hazard analysis performed by others.	Staff personnel who specialize in safety and health review the results of worksite analyses.		D,I			3	
3.2.2.6	D = Comprehensive survey included observations of working conditions and operation for previously unidentified hazards (Doc. 13). V = Observe workplace conditions for hazards missed by the survey.	Working conditions & operations are analyzed to identify hazards not previously recognized by the industry. [PMG (c)(2)]		D,V			3	

ID	Instruction	Criteria	Finding	S	R	PR	PA	P
3.2.2.7	D = Priorities typically include injury/illness, high-hazards, regulations, judgment.	Analysis is scheduled based on a priority system.		D			3	
3.2.2.8	D = Review process instructions and program procedures..	The Hazard Analysis process follows a prescribed process, such as Job Hazard or Safety Analysis, Failure Modes and Effects Analysis, HAZ-Ops, fault trends, etc. and are documented.		D			3	
3.2.2.9	D = Review process instructions and program procedures..	Hazard Analysis results are documented.		D			3	
3.2.2.10	D = Review Analysis Doc. 19.	Analysis documents task steps, hazardsand controls, recommendations made, dates conducted, and responsible parties		D			3	
3.2.2.11	D = Review training records. I = Workers - verify.	The controls identified are used to train operators to safe job procedures.		D, I			3	
3.2.2.12	D = Check Pre-use and incident records. I = Verify that hazard analysis are updated by responsible parties, typically for each incident investigation or process change, integrated with Pre-use.	Analysis is re-visited whenever changes or errors are identified.		D, I			3	
3.2.2.13	D = Review the hazard analysis program for evidence of when it was initiated. (Doc.17)	There must be evidence that the hazard review and analysis system has been in place one year, for STAR approval. [TED 8.4]		D			3	
Subtotal:						0	39	
Score:						0%		
Total:						0	54	
Score:						0%		
3.3	Section: Change Hazard Analysis: Procedures to ensure analysis of all newly acquired or altered facilities, processes, materials, equipment, and/or phases before use begins, to identify hazards and the means for their prevention or control. Typically, a process includes requirements, review criteria checklists, health and safety signature authority, etc.							
3.3.1	Subsection: Pre-Use Analysis: The level of detail should be commensurate with perceived risks and number of employees affected, and be integrated into the design process to proactively identify controls. This practice should be integrated in the procurement/design phase to maximize the opportunity for proactive hazard controls. [TED 8.4, Chapter III, IIC.2.d.]							
3.3.1.1	D = Doc. 11	There is a written procedure for the Pre-Use process. This procedure includes responsibilities and a description of what the reviewer is suppose to review.		D			3	
3.3.1.2		The Pre-Use Analysis is integrated into the sites' engineering design review process.					3	

ID	Instruction	Criteria	Finding	S	R	PR	PA	P
5.2.1.3	D = Review training records to verify that machine guarding/housekeeping is reviewed (Doc. 32). I = Ask supervisors what training they have received regarding machine guarding. (supervisor interview B1-4) V = Perform walkthrough of areas looking for removed or disabled guards.	Supervisors are trained to maintain physical protections in their work areas. [PMG(c)(4)(ii)(B)]		D,I,V			3	
5.2.1.4	I = Ask supervisors how they reinforce training. (supervisor interview B-6). V = Observe supervisors to verify that they reinforce training.	Supervisors are trained to reinforce employee training on the nature of potential hazards in their work areas. [PMG(c)(4)(ii)(C)]		D,V			3	
5.2.1.5	D = Review training records to verify that supervisors have been trained to understand policies and rules for hazard prevention (Doc. 2, 34). I = Ask supervisors what training they receive regarding health and safety responsibilities (supervisor interview B1-4)	Supervisors know and understand policies, rules, and procedures to prevent hazard exposure.		D,I			3	
5.2.1.6	D = Review disciplinary records looking for disciplines involving safety that does not result from an accident (Doc 22).	Supervisors use teaching and discipline to ensure that employees follow rules and work procedures. [PMG(c)(4)(ii)(c)]		D			3	
5.2.1.7	I = Ask supervisors what they are to do in an emergency. (supervisor interview B-7).	Supervisors know what to do in emergencies.		I			3	
5.2.1.8	D = Review supervisor training curriculum (Doc. 32).	A training curriculum exists for supervisors and covers all required training.		D			3	
Total:						0	24	
				Score:		0%		

ID	Subsection	Description	Subsection Scores	Division [2] Scores
2.1		Encouragement	88%	
2.2		Involvement	72%	
	2.3.1	<i>Committee Structure & Activities</i>	33%	
	2.3.2	<i>Joint Labor-Mgmt Committee</i>	0%	
2.3		Committees	33%	
				64%

ID	Description	Section[1] Scores	Division[2] Scores
1.1	Safety & Health Policy	54%	
1.2	Goals & Objectives	67%	
1.3	Planning	89%	
1.4	Top Management Involvement	100%	
1.5	Responsibility & Authority	68%	
1.6	Line Accountability	33%	
1.7	Resources	100%	
1.8	Contract Workers	45%	
1.9	Written Safety and Health Management Systems	67%	
1.10	Program Evaluation	33%	
1.0	Management Commitment		66%
2.1	Encouragement	88%	
2.2	Participation	72%	
2.3	Committees	33%	
2.0	Employee Involvement		64%
3.1	Baseline Surveys	0%	
3.2	Routine Hazard Analysis	0%	
3.3	Change Hazard Analysis	0%	
3.4	Inspections	0%	
3.5	Reporting System	0%	
3.6	Industrial Hygiene Program	0%	
3.7	Investigations	0%	
3.8	Trend/Pattern Analysis	0%	
3.0	Worksite Hazard Analysis		0%
4.1	Certified Professional Resources	0%	
4.2	Hazard Elimination and Control Methods	0%	
4.3	Rules, Procedures & Recognition	0%	
4.4	Process Safety Management *See 3.1		
4.5	Occupational Health Care	0%	
4.6	Preventative Maintenance	0%	
4.7	Hazard Correction Tracking	0%	
4.8	Emergency Preparedness	0%	
4.0	Hazard Prevention & Control		0%
5.1	Managers	0%	
5.2	Supervisors	0%	
5.3	Employees	0%	
5.0	Safety and Health Training		0%
Total		<u>Baseline</u>	26%
		0-50	51-79
			≥ 80

[1] Section scores from the individual Section worksheets

[2] Average of the Section scores within the respective Divisions to arrive at the Division scores.

[3] Average of the Division scores to calculate the Baseline Score for the entire assessment.