



Cal/VPP Star Workshop Worksite Analysis

Sacramento

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Ruben Garza



Worksite Analysis

- ★ **Goal**
- ★ **Pre-Use Analysis**
- ★ **Comprehensive Surveys**
- ★ **Self Inspections**
- ★ **Job Safety Analysis**
- ★ **Employee Notification**
- ★ **Accident Investigation**
- ★ **Medical / IH Program**
- ★ **Conclusion**



Goal

- ★ Provide information for completing the Worksite Analysis portion of the VPP Star application.
- ★ Share some of the findings from Onsite Reviews regarding Worksite Analysis.



Pre-Use Analysis

☆ Requirement:

- A documented system must be in place for pre-use analysis of health and safety hazards prior to the installation of new or modified: equipment, processes, or the introduction of new materials (chemicals).**

- Includes:**
 - What Triggers System?**
 - Documented Group Evaluation Conducted**
 - Safety / Health Signoff**
 - Results Communicated**
 - JSA's Written or Updated**
 - PM Program Updated**
 - Update Hazard Control**
 - Records Maintained**



Pre-Use Analysis Cont.

★ Findings:

- Program Not Documented**
- Responsibilities Not Documented**
- Chemicals Not Included**
- Policy Not Followed**
- Not Performed for All Projects**
- Recommendations Not Closed**
- Removal of Equipment Not Included**
- Documents Not Completed / Signed**



Comprehensive Surveys

★ Requirements:

- System Covers All Safety and Health Programs and Management Systems**
 - Includes VPP Elements**
 - Performed Annually by 3rd Party, Corporate Staff or VPP Unit**
 - Performed by Qualified / Trained Personnel**
 - Recommendations Tracked and Implemented**



Comprehensive Surveys

Cont.

★ Findings:

- Scope of Survey too Narrow**
- VPP Elements Not Included**
- Federal Regulations Used as Reference**
- Not Done Annually**
- Findings Extremely Brief**
- Qualifications of Auditors Unknown**
- Recommendations Not Tracked and Closed**
- Results are Kept Secret**



Self-Inspections

☆ Requirements:

- System for Conducting Routine Self-Inspections**
 - Written Procedures / Checklists (area specific)**
 - Inspection Frequency**
 - Qualified Personnel**
 - Findings Shared with Employees and Managers**
 - Corrective Action Prioritized and Tracked**
 - Hazard Evaluation Prior to Starting Work; Work Permit or Work Orders**
 - Material Identification System**
 - Inspections Monitored by S&H for Quality and Timeliness**



Self-Inspections Cont.

★ Findings:

- Inspectors Not Trained On Hazard Recognition**
- Lack of Knowledge Regarding Title 8 Cal/OSHA Standards**
- Checklists Not Area Specific**
- No Quality Check of Inspections**
- Results Not Communicated to Employees**
- Hazards Not Prioritized Tracked and Corrected**



Job Safety Analysis

☆ Requirements:

- Program that requires Routine Review of Job Hazards for Inclusion in Training and Hazard Control Programs.
 - Process Hazard Review
 - Job Safety / Task Analysis
 - Operating Procedures / Safe Work Practices
 - Completed for Each Job (inventory)
 - Author and Reviewer (supervisor / employees)
 - Safe Work Permits
 - JSA's Available at Work Station
 - Pre-Use Requires Hazard Evaluation and JSA Review
 - JSA Critiqued Annually / Documented
 - JSA Critiqued After Incidents / Near Misses.



Job Safety Analysis Cont.

★ Findings:

- No Document Control**
- Methodology / Format Inadequate**
- Employees Not Trained On JSA**
- OJT / JSA Training Not Documented**
- Reviews Not Done After Incidents and Near misses**
- Annual / Periodic Review Not Performed**



Employee Notification

★ Requirements:

- System in Place that Allows Employees to Notify Management in Person or in Writing of Hazardous Conditions**
 - Employees Informed of California Labor Code Rights to Complain and Protection from Employer Reprisals**
 - Timely and Appropriate Responses**
 - Documented Tracking System to Resolution / Closure**
 - Written Notification Regarding Resolution**



Employee Notification Cont.

★ Findings:

- Workers Rights Poster Not Provided**
- Need to Provide for Anonymous Reporting**
- Check Safety Suggestion Box Daily**
 - Use Clear (See Through) Suggestion Box**
- Do Not Report Status / Resolution to Employees**



Accident Investigation

★ Requirements:

- Accident / Near- Miss Investigation System**
 - Written Procedure**
 - How Procedure is Initiated**
 - Near- Miss Defined**
 - Employees Trained on Recognition and Reporting of Near Misses**
 - Record of Accidents, Near- Misses, and First Aids (3 Years)**
 - Documented Trend Analysis**
 - Root Cause Analysis**
 - Facilitators Trained in Root Cause Analysis**
 - Hazards Tracked and Corrected**
 - Communication of Findings to Employees**



Accident Investigation Cont.

★ Findings:

- Near Misses Not Reported**
- True Root Cause and Corrective Action Not Identified**
- Corrective Action Addresses Superficial Cause**
- Corrective Action Not Closed or Communicated.**



Medical / IH Program

★ Medical Requirements:

- A documented program that provides:**
 - Availability of Medical Services**
 - Health Services Appropriate for Site Occupational Hazards**
 - After Hours Medical Services**
 - Availability of Timely First-Aid / CPR**
 - Bloodborne Pathogens Training**
 - Acceptable Response Time for Medical Emergencies**



Medical / IH Program Cont.

★ Medical Findings:

- No Control of First Aid Kits**
- Lack of First-Aid / CPR Trained Employees per Shift**
- No AED Usage**
- No EMT Response**
- No Motivation for Wellness Programs**



Medical / IH Program Cont.

☆ IH Requirements:

- Documented IH Program**
 - Chemical Hazards**
 - Physical Hazards**
 - Ergonomic Hazards**
 - Biological Hazards**

- Site Assessed for IH Hazards**
- Address Recognized IH Concerns**
- IH Surveys and Monitoring (Documented)**
- Evaluator IH Qualifications**
- Records Maintained and Readily Available**
- Procedures and Labs Certified / Meet Industry Standard**



Medical / IH Program Cont.

★ IH Findings

- IH Program not Comprehensive**
 - Surveys**
 - Monitoring**
 - California PEL's not Used**
- ACGIH Ventilation Guidelines Not Used**
- IH Program not Effectively Monitored**
- Ergonomics Reactive**
- MSDS's not Current**
- Proper PPE Storage**
- Not Following IH Program**



CONCLUSION

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