



Voluntary Protection Programs Participants' Association, Inc.



VPP Application Workshop[®]

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General Information

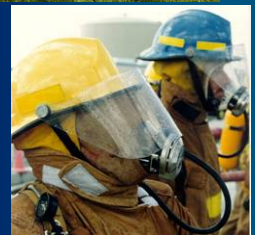
- ★ Emergency exits
- ★ Restroom facilities
- ★ Breaks & lunch
- ★ Workshop materials



Introductions

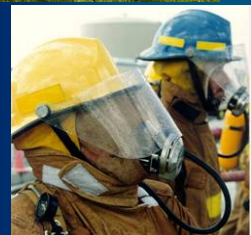
Presenters and Participants

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



Workshop Objectives

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



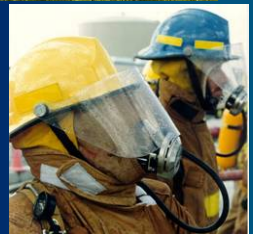
Why VPP?

- ★ Uses effective management tools
- ★ Strengthens cooperative relationships
- ★ Provides solid foundation programs

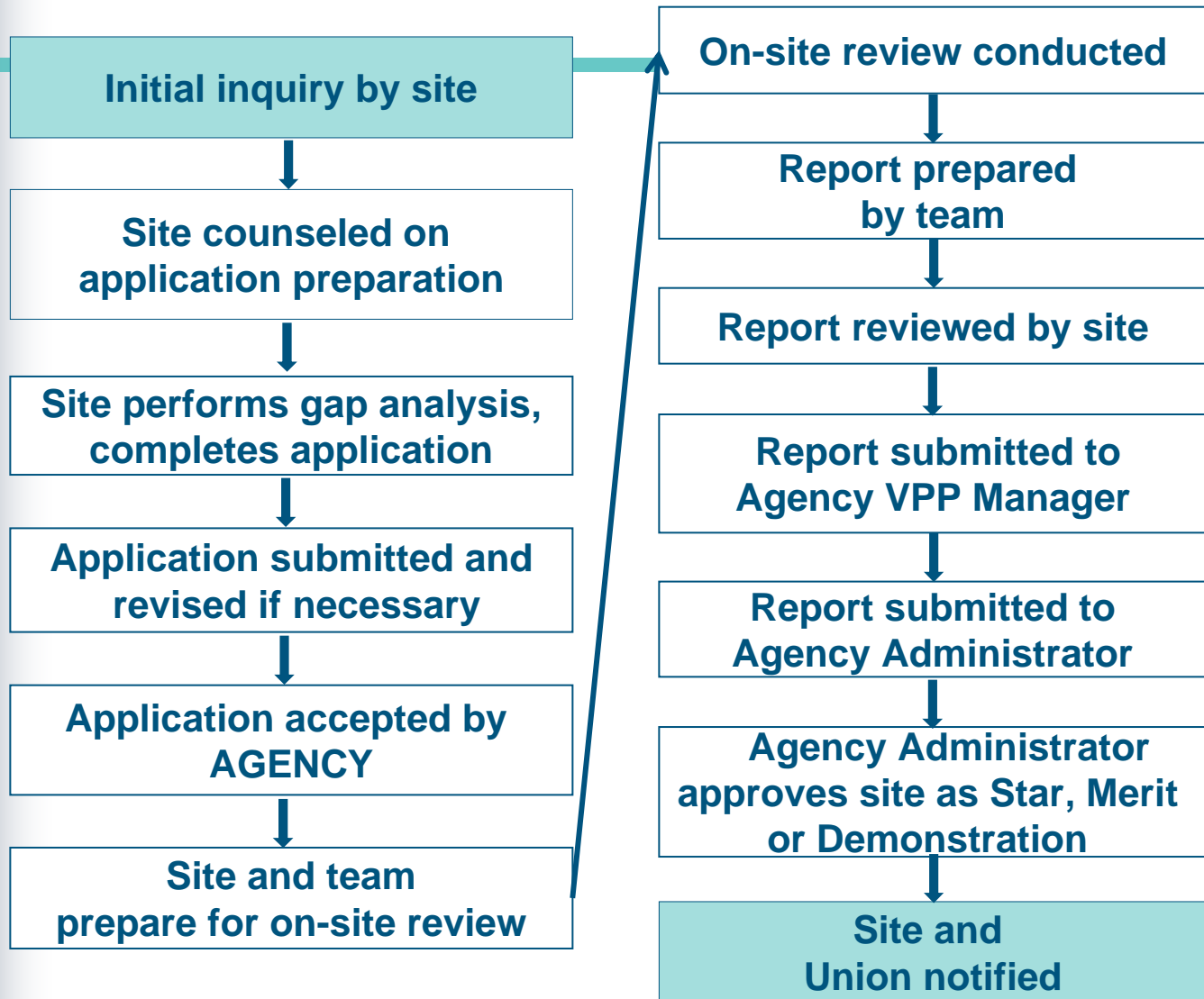


Why VPP?

- ★ Increases networking resources
- ★ Reduces safety and health costs
- ★ Enhances labor & management relations



VPP Process Overview



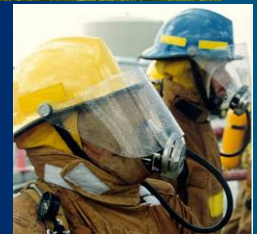
Company can withdraw at any time



VPP Designations



**Star
Demonstration**



STAR



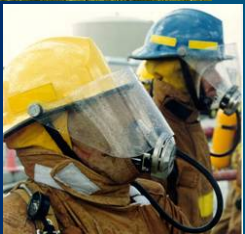
Merit



VPP Star Designation

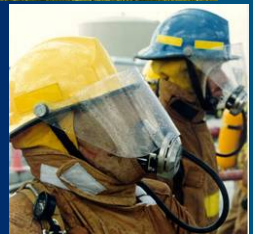
Star is designed for exemplary worksites that have:

- ★ 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.



VPP Merit Designation

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

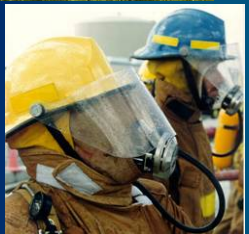


VPP Mobile Workforce for Construction Star Designation

★ 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.



Reaching the Star Means ...



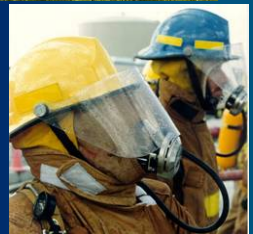
☆ ... maintaining excellence in worker safety and health protection through cooperation with and among employees, management and government.



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 application process.

(The current lists of VPP managers and state-plan-state VPP managers are located on the flash drive you were given and is also on the OSHA Web site under VPP).



Purpose of VPP Application



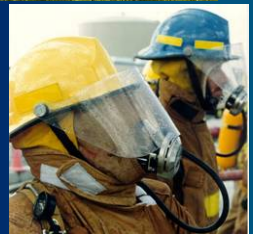


★ The importance of the signed Letter of Assurance



★ Screening mechanism



★ Use for best practice examples (public information)

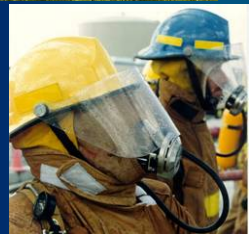


Trade Secrets and Public Files

OSHA's policy on:

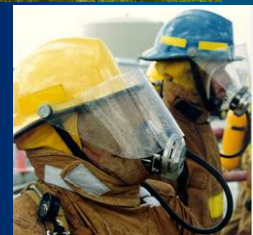
★ Trade secrets

★ Public Files



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**





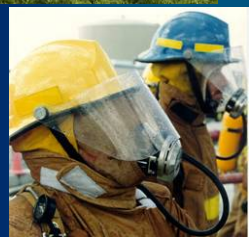
A. General Information



A. General Information

1. Applicant

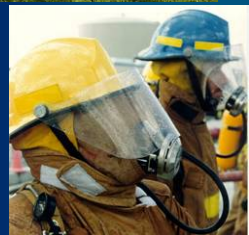
- Site Name
- Site Address
- Site Manager
- Title
- Site VPP Contact for OSHA Correspondence
- Title
- Phone Number
- E-Mail Address



A. General Information (cont'd.)

2. Company/Corporate Name

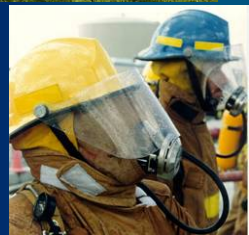
- Name (if different from above)
- Address
- VPP Contact (if applicable)
- Title
- Phone Number
- E-Mail Address



A. General Information (cont'd.)

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

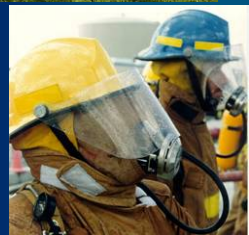
- Union Name and Local #
- Agent's Name
- Address
- Phone Number
- E-mail Address



A. General Information (cont'd.)

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



A. General Information (cont'd.)

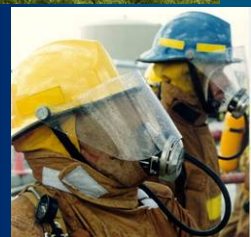
Definitions for Injury/Illness Reporting

★ Temporary Employees:

- For construction, all employees are considered temporary employees and must be included on the log.
- For general industry, maritime or federal sites, temporary employees are not included on the log.

★ Contractor Rates:

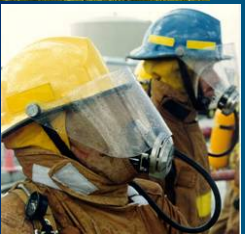
- If you are a general industry, maritime or federal site, you will submit data on each applicable contractor. Applicable contractors are those employers who have contracted with you to perform certain jobs and whose employees worked a total of 1,000 or more hours in at least one (1) calendar quarter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



A. General Information (cont'd.)

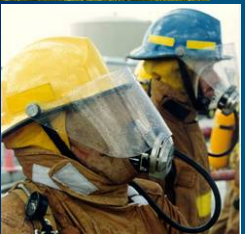
5. Type of Work Performed and Products Produced:

- 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.



A. General Information (cont'd.)

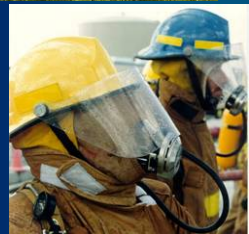
- 6. Applicant's Standard Industrial Classification (SIC) Code (3-4 digit number) and NAICS Code (6 digits).**
- Provide your site's SIC and NAICS code.
 - By the end of calendar year 2006, the Bureau of Labor Statistics (BLS) changed from the SIC system to the North American Industry Classification System (NAICS). To find your NAICS code go to www.osha.gov and then go to the NAICS link at <http://www.osha.gov/oshstats/naics-manual.html>.



A. General Information (cont'd.)

Injury/Illness Rates:

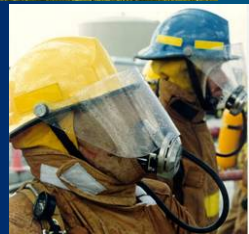
- ★ Include for employees & supervised contractors
- ★ Compute three year calendar rates
- ★ Compare to the most recent BLS data
<http://www.bls.gov>
- ★ Include “year-to-date” injury/illness statistics



A. General Information (cont'd.)

Injury/Illness Rates:

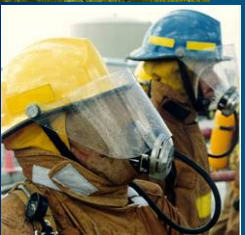
- ★ Your injury/illness rate is calculated over a three (3) year time-frame, which is compared to the most favorable BLS rate within a three (3) year time-frame.
- ★ (Do not calculate the average or mean)



A. General Information (cont'd.)

Small Business Corollary - Alternative Calculation for Small Worksites:

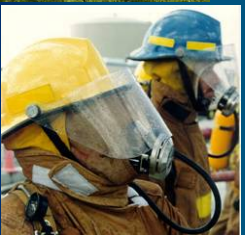
1. An alternative rate calculation is available to worksites where a single or relatively small number of incidences would cause the worksite's disqualification when using the normal 3-year rate calculation.
2. If the following criteria are met, the TCIR and DART rate calculations (see definitions on 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.



A. General Information (cont'd.)

Small Business Corollary - Alternative Calculation for Small Worksites:

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



A. General Information (cont'd.)

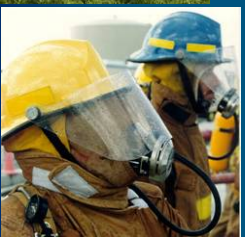
Injury/Illness Rates

★ 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.

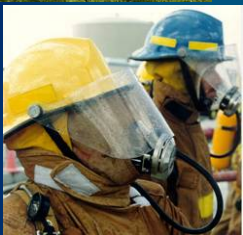


A. General Information (cont'd.)

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.

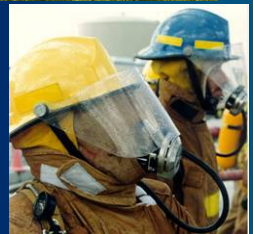
Note: The DART rate has replaced the Lost Workday Injury and Illness (LWDII) rate.



A. General Information (cont'd.)

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 ??



A. General Information (cont'd.)

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

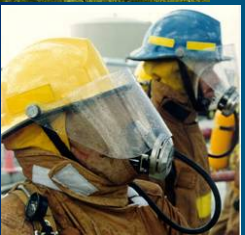


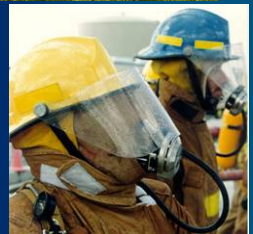
Table 1. Site Employee Recordable Nonfatal Injury and Illness Case Incidence Rates

	A	B	C	D	E	F	G	H	I
Year	Total Work Hours	Total # Injuries	Total # Illnesses	Total # Injuries And Illnesses	Total Case Incidence Rate (TCIR) for Injuries and Illnesses	Total # Injuries Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Total # Illnesses Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Sum of Injury and Illness Cases Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Days Away From Work, Restricted Activity, And/or Job Transfer Case Incidence Rate (DART rate)
3 Years Ago (annual)									
2 Years Ago (annual)									
Last Year (annual)									
(3 Year Totals and Rates)									
Current BLS Rates for SIC/NAICS									

Table 2. Site Applicable Contractors Recordable Nonfatal Injury and Illness Case Incidence Rates

	A	B	C	D	E	F	G	H	I
Year	Total Work Hours	Total # Injuries	Total # Illnesses	Total # Injuries And Illnesses	Total Case Incidence Rate (TCIR) for Injuries and Illnesses	Total # Injuries Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Total # Illnesses Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Sum of Injury and Illness Cases Involving Days Away From Work, Restricted Activity, And/or Job Transfer	Days Away From Work, Restricted Activity, And/or Job Transfer Case Incidence Rate (DART rate)
Last Year Totals and Rates									
Current BLS Rates for SIC/NAICS									

Note: Applicable contractor rates do not have to be submitted with your application, but must be maintained at the site for review by the OSHA VPP Team.



B. Management Leadership and Employee Involvement

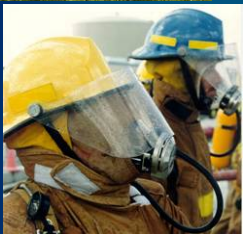


B. Management Leadership

1. Commitment

Describe ways management demonstrates commitment.

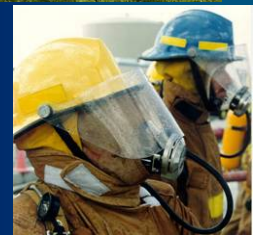
Attach a copy of your top level safety policy specific to your facility.



B. Management Leadership (cont'd.)

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

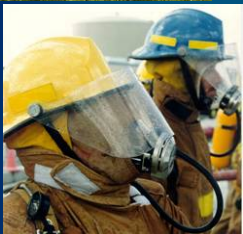
John Quincy Adams



B. Management Leadership (cont'd.)

2. Goals and Planning

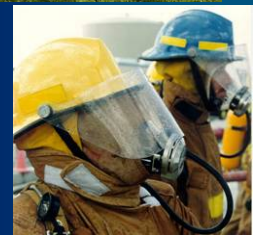
Identify your annual plans that set specific safety and health goals and objectives. Describe how planning for safety and health fits into your overall management planning process.



B. Management Leadership (cont'd.)

3. Organization

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



B. Management Leadership (cont'd.)

4. Responsibility

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



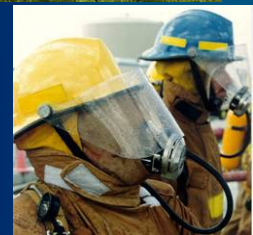
B. Management Leadership (cont'd.)

5. Accountability

Describe the system used for establishing accountability amongst:

- Employees
- Contractors
- Line supervisors
- Top management

Attach: Sample Appraisal Forms

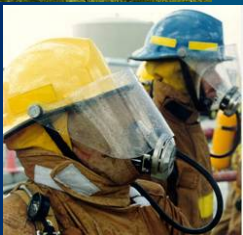


B. Management Leadership (cont'd.)

6. Resources

Describe the safety and health resources:

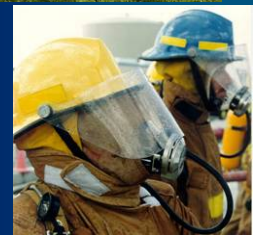
- Commitment of adequate S & H staff
- Adequate S & H equipment
- Available budget/capital investments
- Access to/use of certified safety/health professionals (corporate office, consultants, etc.)



B. Management Leadership (cont'd.)

Contract Worker Safety

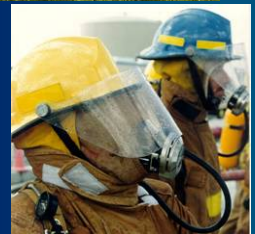
- Describe selection process
- Describe monitoring process for contractors

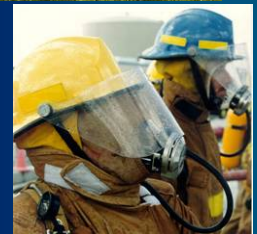


Group Exercise



- ★ 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?





B. Employee Involvement



B. Employee Involvement



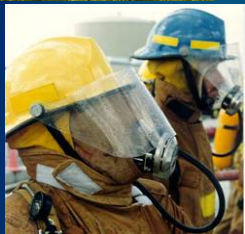
★ VPP is a very employee centered/involved program.



★ Describe how you notify employees about VPP.



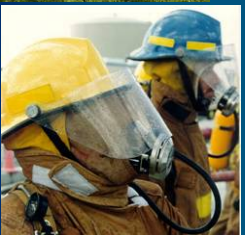
★ Describe at least three meaningful ways employees are involved.



B. Employee Involvement (cont'd.)

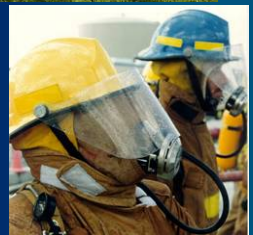
Examples of meaningful employee involvement in activities and decision making are:

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



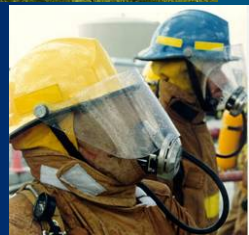
B. Employee Involvement (cont'd.)

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



B. Employee Involvement (cont'd.)

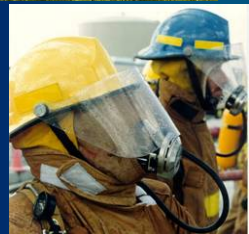


- ★ Employees throughout the hierarchy conduct new employee orientation.
- ★ Review safety procedures.
- ★ Have employees review process changes that affect them.
- ★ Participate actively on S & H committees in the above areas.



B. Employee Involvement (cont'd.)



★ Formal signed statements from all collective bargaining agents indicating support of your application to VPP.



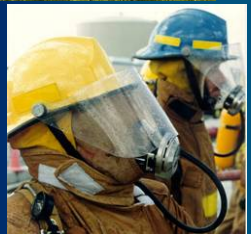
★ Where no collective bargaining agent is authorized, written assurance by management that employees understand and support VPP participation.



Group Exercise

- ★ List 3 ways your employees are meaningfully involved in your safety program.
- ★ How are employees trained in the VPP elements?
- ★ How are employees and managers held accountable for their participation in VPP?





C. Worksite Analysis



OSHA's Program Management Guidelines - VPP Criteria

MANAGEMENT LEADERSHIP

Management Commitment

- Management Commitment
- Policy
- Goals, Objectives and Planning
- Visible Top Management Leadership
- Responsibility and Authority
- Line Accountability
- Resources
- Contract Worker Coverage
- Written S&H Management System
- Annual Self-Evaluations

Employee Involvement

- Encouragement
- Participation
- (Committees)

Required VPP elements

WORKSITE HAZARD ANALYSIS

- **Routine Hazard Analysis**
- **Change Hazard Analysis**

- Pre-use Analysis
- Baselines
- IH Program
- Routine Self-Inspections
- Reporting System
- Investigations
- Trend Analysis

HAZARD PREVENTION & CONTROL

- Certified Professional Resources
- Hazard Elimination and Control Methods
- Engineering
- Admin
- Work Practices/Rules/Discipline
- PPE
- Process Safety Management
- Occupational Health Care
- Preventive Maintenance
- Tracking of Corrections
- Emergency Preparedness

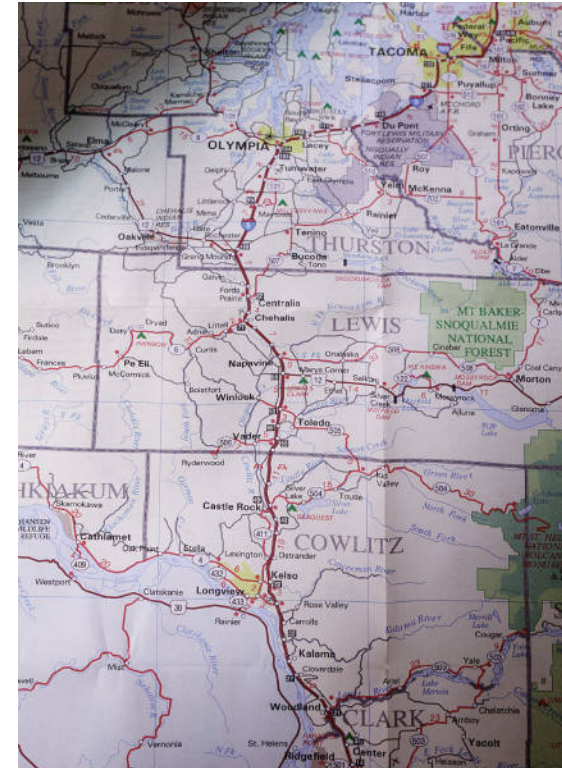
SAFETY & HEALTH TRAINING

- Managers
- Supervisors
- Employees
- Emergencies
- PPE

Worksite Analysis Site Map



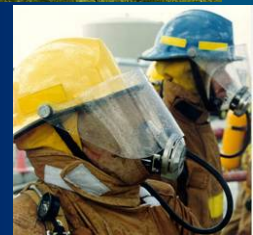
- ★ Detailed map
- or
- ★ General layout



Worksite Analysis (cont'd.)

1. Baseline Hazard Analysis

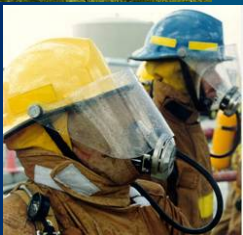
- Describe the methods used for baseline hazard analysis to identify health and safety hazards associated with your specific work environment.
- For example, air contaminants, noise or lead. Identify the safety and health professionals involved and explain sampling rationale.



Worksite Analysis (cont'd.)

2. Hazard Analysis of Significant Changes

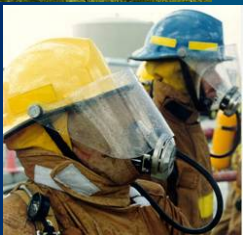
- Explain how, prior to activity or use, you analyze significant changes to identify uncontrolled hazards and the actions needed to eliminate or control these hazards.
- Significant changes may include non-routine tasks and new processes, materials, equipment and facilities.



Worksite Analysis (cont'd.)

3. Hazard Analysis of Routine Jobs, Tasks and Processes

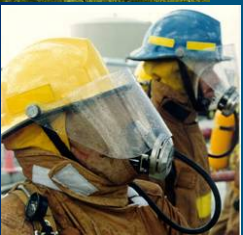
- Describe the system used for examination and analysis of health and safety hazards associated with routine tasks, jobs, processes and/or phases.
- Provide some sample analyses and any forms used.



Worksite Analysis (cont'd.)

4. Self-Inspections

- Describe your worksite health and safety routine general inspection procedures.
- Indicate who performs inspections, their training and how you track any hazards.




Audits vs. Evaluations



★ Audits are about control and compliance; evaluation is about value and benefit.

- *Peggy Richardson, 1997*
VPPPA's first Executive Director



★ Audits look at what is and how it affects the exposed; evaluations examine what was done, how effective it was, and how to improve.

- *Norman Deitch, 2001*
VPP Program Manager, US DOL,
OSHA, Region II

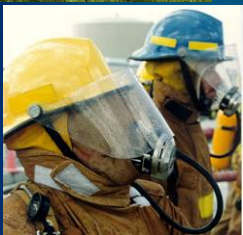


Worksite Analysis (cont'd.)

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



Worksite Analysis (cont'd.)

6. Hazard Tracking

Describe system used to ensure all hazards are corrected.



Worksite Analysis (cont'd.)

7. 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?



Worksite Analysis (cont'd.)

8. Self-Evaluation

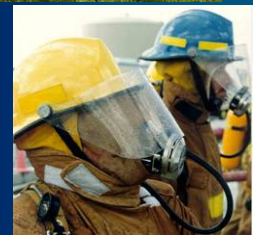
Provide a copy of the most recent annual self-evaluation of your safety and health management system.



Your Annual Evaluation will Define Your Journey

SWOT analysis:

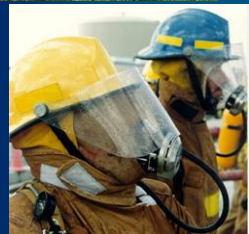
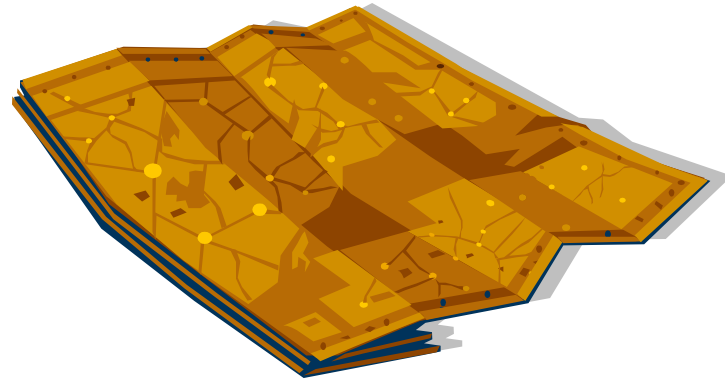
- ★ What are your **STRENGTHS**?
- ★ What are your **WEAKNESSES**?
- ★ Where are your **OPPORTUNITIES**?
- ★ What are the **THREATS** to your program?



Worksite Analysis (cont'd.)

9. Pattern Analysis

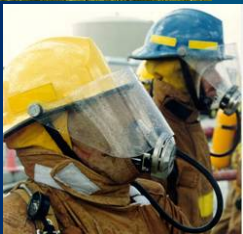
Describe the system you use for health and safety data analysis.



Worksite Analysis (cont'd.)

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

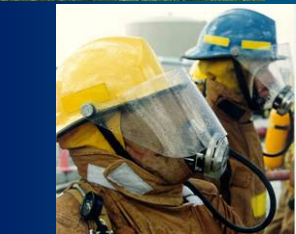
OSHA can provide a list of how to prioritize and figure out which JHAs must be done.



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 the Worksite Evaluation updated?



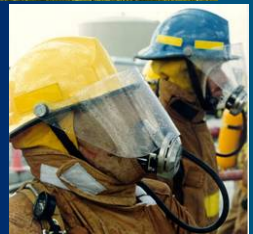
Group Exercise (cont'd.)

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





D. Hazard Prevention & Control



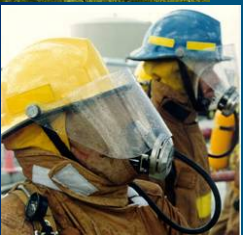
**Nothing could possibly go wrong,
right? – Think again!**



D. Hazard Prevention & Control

1. Engineering Controls

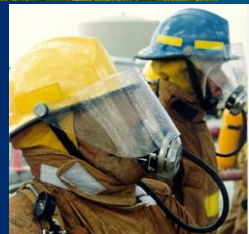
Describe and provide examples of engineering controls you have implemented that either eliminated or limited hazards by reducing their severity, their likelihood of occurrence or both.



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

2. Administrative Controls

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

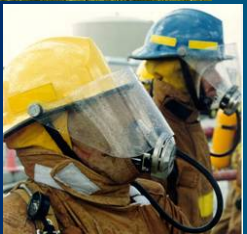


D. Hazard Prevention & Control (cont'd.)

3. Work Practice Controls

Describe and provide examples of your work practice controls.

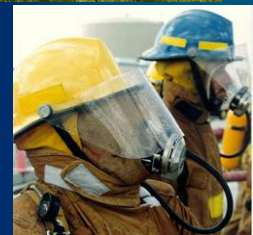
- For example, safe and healthful work practices, specific programs to address OSHA standards and procedures for specific operations.
- Identify major technical programs and regulations that pertain to your site, such as lockout/tagout, process safety management, hazard communication, machine guarding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



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

4. Personal Protective Equipment

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

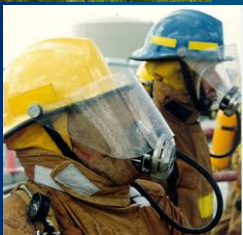


D. Hazard Prevention & Control (cont'd.)

5. 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

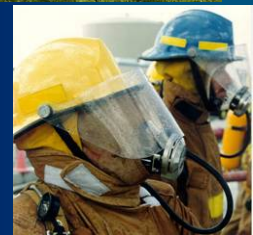


D. Hazard Prevention & Control (cont'd.)

6. Emergency Preparedness

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

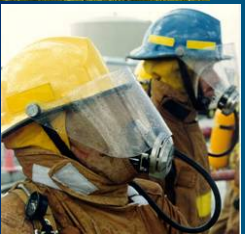
- Emergency programs and training
- Annual drills for all employees
- Selection of credible and relevant scenarios for your facility



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

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

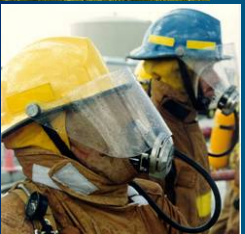
Describe your written system for monitoring and maintaining workplace equipment. Provide a brief summary of the type of equipment covered.



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

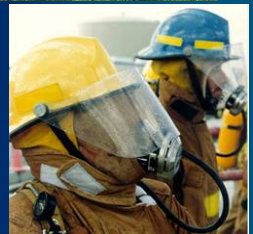
8. Process Safety Management (if applicable)

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



There Are No Silver Bullets

SAFETY IS A RELENTLESS COMMITMENT

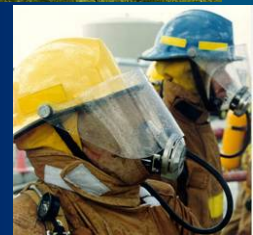


D. Hazard Prevention & Control (cont'd.)

9. Occupational Health Care Program

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

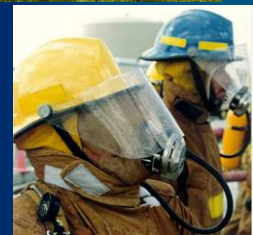
- Explain how you utilize the services of licensed occupational health care professionals. Indicate the coverage provided by employees trained in first aid, CPR and other paramedical skills, their training and available equipment.



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

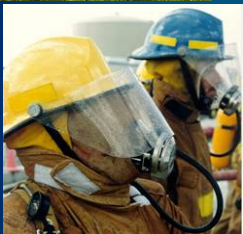
Examples that require annual recertification:

- 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



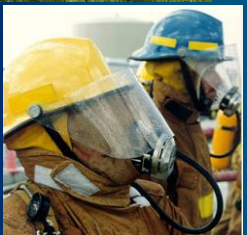
Group Exercise

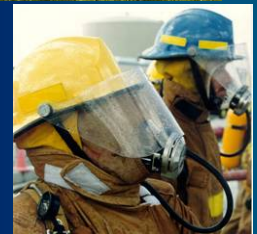
- ☆ Describe some engineering controls at your company.
- ☆ What major regulations apply to your facility (LO/TO, Forklift, etc.)?
- ☆ Has a PPE analysis been completed?
- ☆ Who participated in the analysis?
- ☆ Emergency preparedness – Have you had an annual drill complete with evaluation?



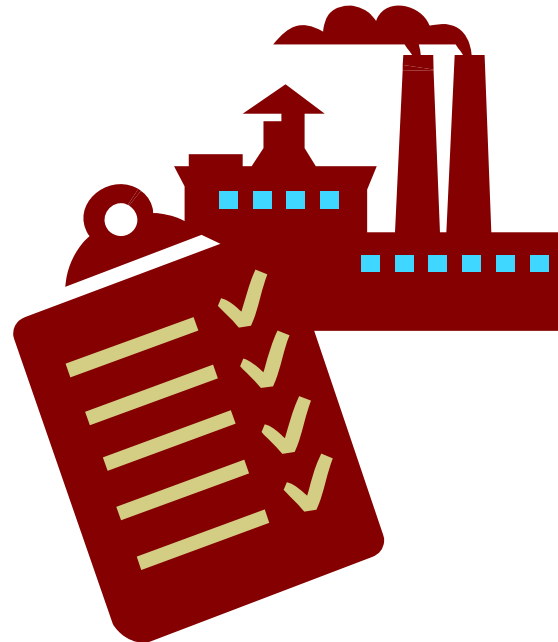
Group Exercise (cont'd.)

- ★ Name some credible and relevant emergency scenarios that may occur at your facility.
- ★ Does your facility fall under PSM?
- ★ Identify programs that require annual recertification at your facility?
- ★ How is preventative maintenance scheduled?





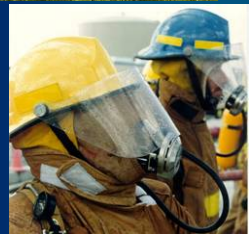
E. Safety & Health Training



E. Safety & Health Training

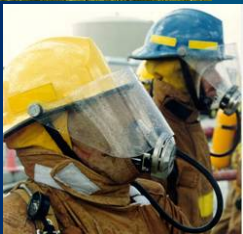
★ Describe the formal and informal safety and health training provided for:

- Managers
- Supervisors
- Employees
- Contractor Employees
- Visitors



E. Safety & Health Training (cont'd.)

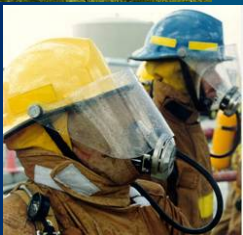
- ★ Identify training protocols, schedules and information provided to supervisors and employees on programs such as new employee and visitor orientation, hazard recognition, hazard communication, personal protective equipment and handling of emergency situations.



E. Safety & Health Training (cont'd.)

Training Checklist:

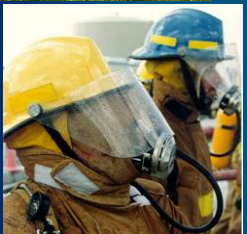
- ★ Training for managers and supervisors that emphasizes safety and health leadership responsibilities
- ★ Training for all employees on the site's safety and health management system, hazards, hazard controls in place and VPP.



E. Safety & Health Training (cont'd.)

Training Checklist:

- ★ Training that enables employees to recognize hazardous conditions and understand safe work procedures.
- ★ A method for assessing employee comprehension and training effectiveness. Describe how you verify the effectiveness of the training given.



E. Safety & Health Training (cont'd.)

Training Checklist:

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



E. Safety & Health Training (cont'd.)

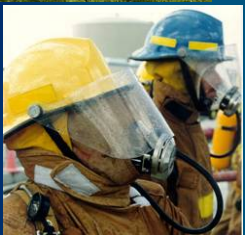
For example:

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



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?



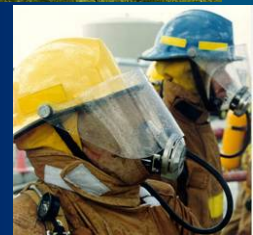


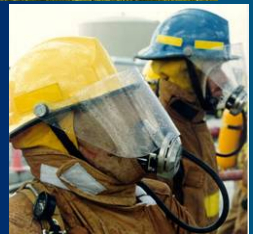
The VPP Onsite Review



What to expect from the Onsite Review

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





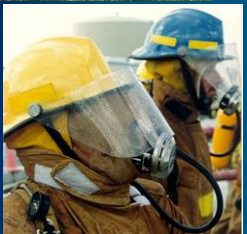
F. Assurances



F. Assurances

1. Compliance

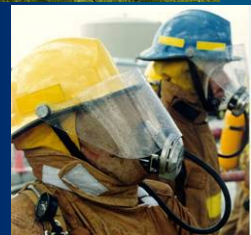
- You will comply with the Occupational Safety and Health Act (OSH Act) and correct in a timely manner all hazards discovered through self-inspections, employee notification, accident investigations, OSHA onsite reviews, process hazard reviews, annual evaluations, or any other means. You will provide 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.



F. Assurances (cont'd.)

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.



F. Assurances (cont'd.)

3. Employee Support

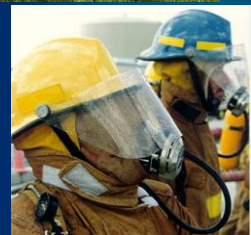
- Every site must have employee support for VPP.
- **UNION SITES MUST HAVE AUTHORIZED AGENTS SIGN A WRITTEN STATEMENT OF SUPPORT FOR VPP.**



F. Assurances (cont'd.)

4. VPP Elements

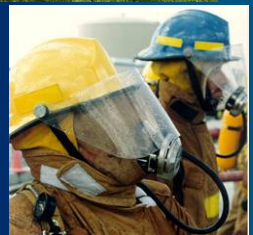
- VPP elements are in place and management commits to meeting and maintaining the requirements of the elements and the overall VPP.



F. Assurances (cont'd.)

5. Orientation

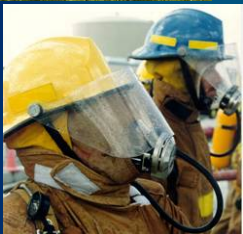
- Employees, including newly hired employees and contract employees, will receive orientation on VPP, including employee rights under VPP and under the OSH Act or 29 CFR 1960.



F. Assurances (cont'd.)

6. Non-Discrimination

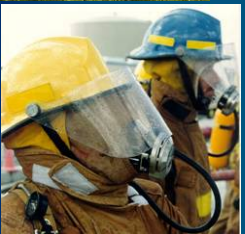
- You will protect employees given safety and health duties as part of your safety and health management system from discriminatory actions resulting from their carrying out such duties, just as Section 11© of the OSH Act and 29 CFR 1960.46(a) protect employees who exercise their rights.



F. Assurances (cont'd.)

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.

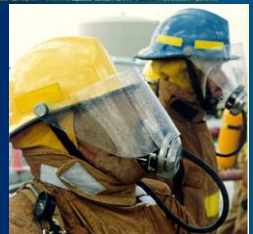


F. Assurances (cont'd.)

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.*

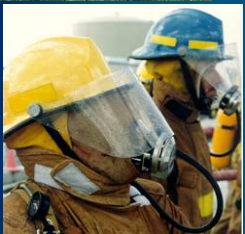


F. Assurances (cont'd.)

9. Annual Submission

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

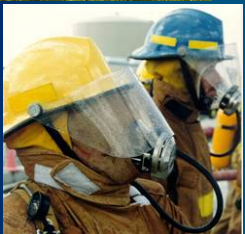
- Participant Rates
- Contractor Rates
- Annual Evaluation



F. Assurances (cont'd.)

10. Organizational Changes

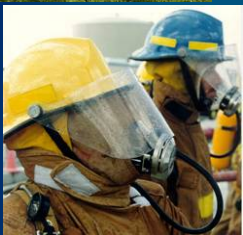
Whenever significant organizational or ownership changes occur, you will provide OSHA within 60 days a new Statement of Commitment signed by both management and any authorized collective bargaining agents.



F. Assurances (cont'd.)

11. Collective Bargaining Changes

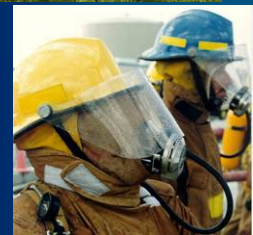
Whenever a change occurs in the authorized collective bargaining agent, you will provide OSHA within 60 days a new signed statement indicating that the new representative supports VPP participation.



Resources

★ Appendix C in your VPP Application Workshop® supplemental information

- VPPPA Mentoring Program
- The OSHA Challenge Pilot
- Regional & State OSHA Contacts



New Programs under VPP



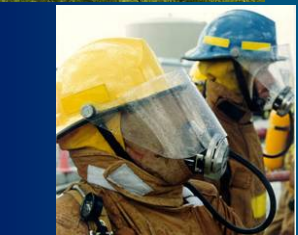
★ VPP Challenge Program (Pilot)



★ VPP Corporate



★ VPP Mobile Workforce for Construction



Challenge Program (Pilot)

- ★ Guide to improve S&H program
- ★ Uses volunteers to assist participants
- ★ OSHA recognizes completion of stages
- ★ Leads to possible VPP status



Corporate



★ Corporate level application to VPP



★ Internal pre-screening of sites



★ Corporate level OSHA onsite evaluation

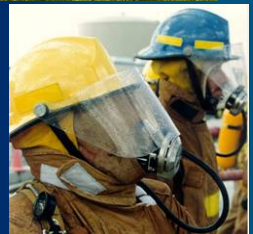


★ Streamlined app and onsite at facilities

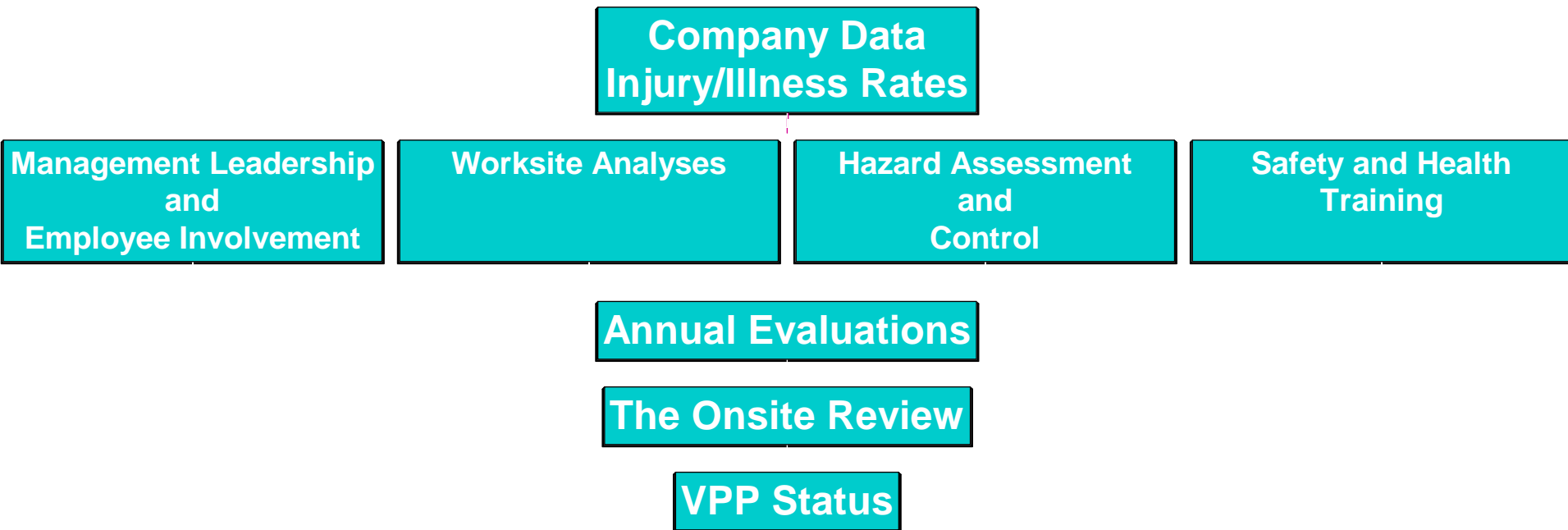


Construction

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



Overview – The VPP Application Process



Overview – Helpful Web Sites

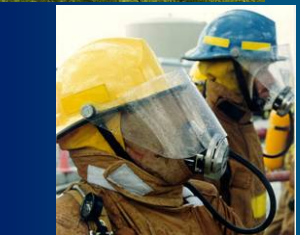


☆ U.S. Department of Labor, OSHA:
www.osha.gov

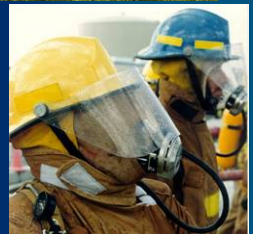
☆ NAICS Codes:
<http://www.osha.gov/oshstats/naics-manual.html>

☆ Bureau of Labor Statistics:
<http://www.bls.gov>

☆ Voluntary Protection Programs
Participants' Association, Inc.
(VPPPA): www.vpppa.org

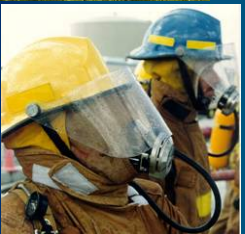


Questions???



Additional Exercise

- ★ Review the BESAFE Case study information.
- ★ Do they have all elements in place to submit their application?
- ★ After reviewing the case study, based on the information today, will they be a Merit or Star Site?

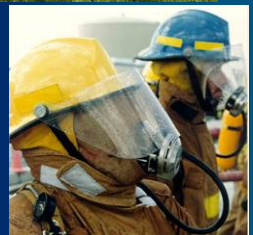


VPP Application Workshop ®

Thanks for attending!



PLEASE FILL OUT
EVALUATION FORMS
BEFORE LEAVING TODAY



For More Information

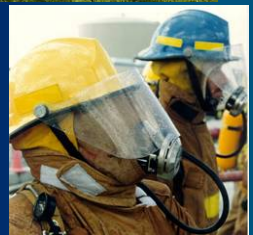
**VPP Participants' Association, Inc.
(VPPPA)**

**7600-E Leesburg Pike, Suite 100
Falls Church, VA 22043-2004**

Tel: (703) 761-1146

Fax: (703) 761-1148

www.vpppa.org



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.

