

# Preparing for VPP



# Assessment

- Where are we?
  - Management Commitment
  - Employee Involvement
  - Work place analysis
  - Compliance

# Management Commitment

- We had most elements in place
- We had a long standing safety policy
- Well trained managers/Supervisors
- Strong resources
- Funding

# Employee Involvement

- We had some limited involvement
- Safety Captains
- Safety and Health committee members
- On The Job Instructors

# Work Place Analysis

- Inspections
- Hazard reporting
- Accident/Injury Data

# Develop Actions Plans

- Compliance
- Educating the work force on VPP
  - Management
  - Employees
  - Contractors

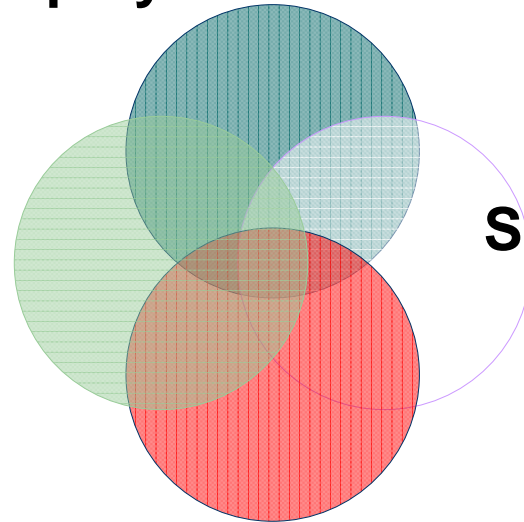
# Compliance

- What's required ?
  - OSHA programs
  - Company requirements
  - Industry Standards
  - Local initiatives
  - VPP Elements

# Program Management

**Management Leadership &  
Employee Involvement**

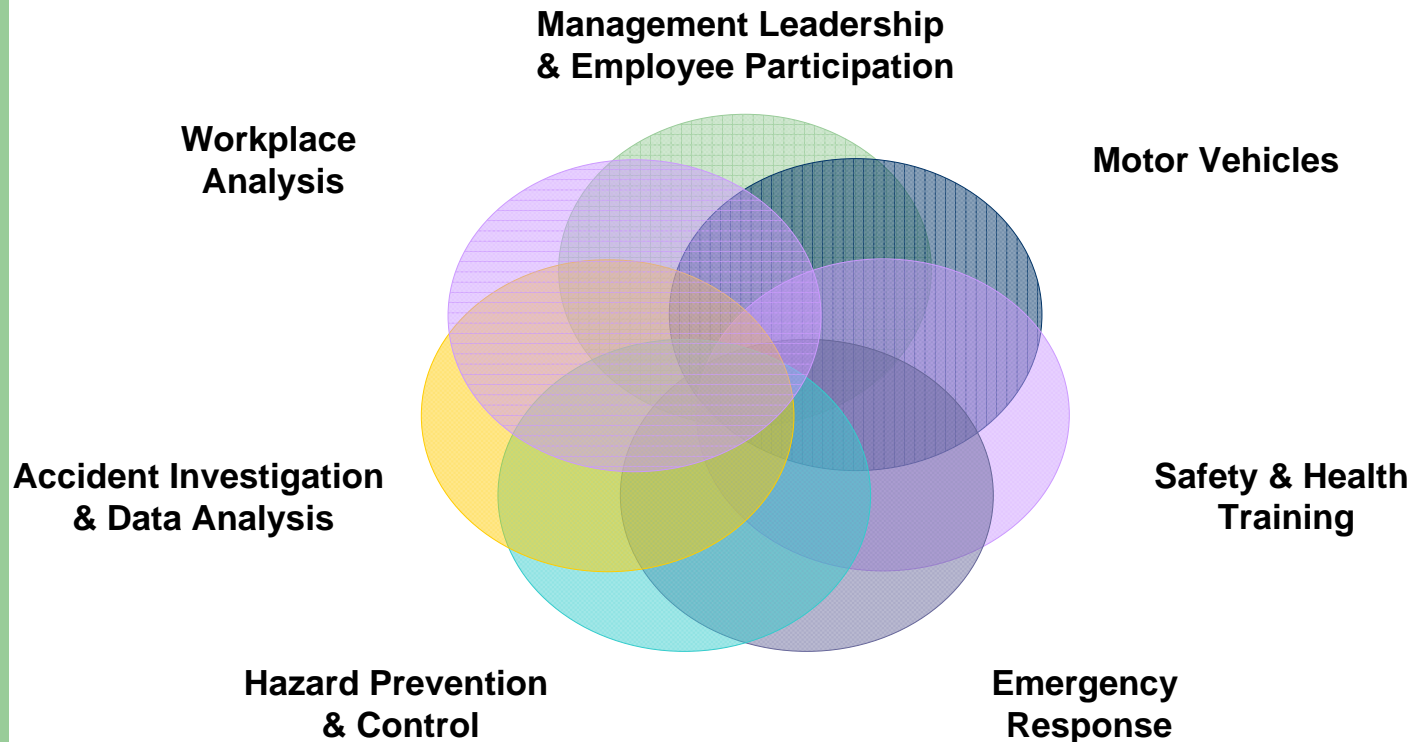
**Worksite  
Analysis**



**Safety & Health  
Training**

**Hazard Prevention  
& Control**

# The USPS Program Management



# Compliance Calendar

- Management Tools

# Monthly Assignments

- Compliance Worksheet

# Preparing the Work Force

- What to do
- Where to start

# Las Vegas!!!!!!!!!!!!!!!!!!!!

- VPPPA Convention in Las Vegas
  - Union Official and Management attended
  - Exhibits
  - Workshops
  - Networked
  - Obtained Literature

# Displays





POLICY

Board Presentation & Consent

OSHA Programs

Workshop Agenda

Job Safety



# Management Commitment

# COMMITMENT

Four framed documents with red borders, arranged in a 2x2 grid. Each document features a small American flag icon in the top left corner. The documents appear to be related to management commitment or labor agreements.

# POLICY PROCEDURES

A collection of framed documents and photos. Includes 'APWU NEWS' (APWA Local 1000 Local 1000), 'APWU' logo, and several smaller framed text documents. There are also two small group photos of people.

A large sheet of paper with six blue-bordered boxes containing text. The boxes are titled: Safety Philosophy, Employee Responsibilities, DISCIPLINE PROCEDURES, Employee Rights, and two more Employee Responsibilities.

Please only look  
at these boards  
with your eyes!  
Thank You!

# Hazard Prevention & Control

## OSHA Programs

The display board features several 'InfoPak' cards, each with a title and content. Visible titles include: 'Safety Training', 'Safety Meetings', 'Safety Audits', 'Safety Inspections', 'Safety Investigations', 'Safety Recordkeeping', 'Safety Communication', 'Safety Planning', 'Safety Evaluation', 'Safety Improvement', 'Safety Recognition', 'Safety Incentives', 'Safety Awards', 'Safety Recognition Programs', 'Safety Incentive Programs', 'Safety Award Programs', 'Safety Recognition Programs', 'Safety Incentive Programs', 'Safety Award Programs', 'Safety Recognition Programs', 'Safety Incentive Programs', 'Safety Award Programs'.

## Emergency Preparedness

The board includes several diagrams and photos. A large floor plan diagram is prominent in the upper right. Below it is a circular flowchart. Photos show emergency response scenarios: workers in hazmat suits, a fire truck, a tent, and a construction site with emergency equipment.

# H A Z A R D

A framed document with a logo at the top left and several paragraphs of text below. The text is too small to read but appears to be a policy or procedure document.

**HAZARD RECOGNITION**

**DO YOU SEE  
WHAT I SEE?**

An illustration of a person in a blue uniform leaning over and looking through a magnifying glass at the floor.



# REPORTING

A framed form with multiple sections, checkboxes, and lines for text entry. It appears to be a reporting or inspection form.

A framed form with text and checkboxes, similar to the one on the left, possibly a different version or a related document.



A large table with many columns and rows, possibly a checklist or data table. The text is too small to read.



A large table with many columns and rows, similar to the one above, possibly a checklist or data table.



# Accident

**Accident Reporting Rules**

**Subject: ACCIDENT REPORTING RULES**

**Why? To:**

- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.

**What? To:**

- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.

**How? To:**

- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.
- Identify the cause of the accident and prevent it from happening again.

## ACCIDENT INVESTIGATION

**Basic Elements of Accident Investigation**

**Definition:** An accident is any unplanned event that results in personal injury or property damage.

With that definition in mind, consider the thousands of accidents that occur throughout the United States every day. The failure of people, equipment, supplies, or surroundings to behave or react as expected causes most accidents. If everything reacted as expected, we may have natural disasters, but accidents would be a thing of the past.

Accident investigations determine how and why these failures occur. By using information gained in a thorough accident investigation, similar or more serious accidents may be prevented. Accident investigation is not for placing blame.

Every accident and near accident that occurs in your work area must be investigated as soon as possible to discover its direct and contributing causes. Near misses are warnings that must not be ignored.

## ROOT CAUSE

**Root Cause:** Every accident scene presents a different situation. A root cause must be determined for each incident regardless of severity.

**Causes:** Accidents are usually complex. They can usually be associated with either Management system failures (unsafe conditions) or Employee performance errors (unsafe practices). It is, however, required to probe deeper to Discover underlying factors, seek out direct, indirect, and basic causes.

**Direct cause:** A person or object receives energy or hazardous material that cannot be absorbed safely.

**Indirect causes:** Unsafe acts or conditions that contribute to an accident.

**Basic causes:** Underlying management practices, policies, conditions, or environmental factors.

# Reporting

**OSHA's Form 300a - 2004**

**Summary of Work-Related Injuries and Illnesses**

This form is required to be maintained by employers with 100 or more employees. It provides a summary of work-related injuries and illnesses that occurred during the calendar year.

**Part 1: Summary of Injuries and Illnesses**

Category	Total Number of Injuries and Illnesses	Number of Days Lost	Number of Restricted Workdays
Total			
Death			
Lost Workday Injury or Illness			
Restricted Workday Injury or Illness			
Job Transfer Injury or Illness			
Medical Treatment Injury or Illness			
Other Injury or Illness			

**Part 2: Injury and Illness Incidence by Event Type**

Event Type	Total Number of Injuries and Illnesses	Number of Days Lost	Number of Restricted Workdays
Total			
Slips, Trips, and Falls			
Struck by or against objects			
Caught in or between objects			
Electrocution			
Other			

**Accident Report**

**Section 1: General Information**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 2: Accident Information**

Date of Accident: \_\_\_\_\_

Time of Accident: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Activity Being Performed: \_\_\_\_\_

**Section 3: Description of Accident**

Describe the accident in detail: \_\_\_\_\_

**Section 4: Injuries and Illnesses**

Name of Injured Employee: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Describe the injury or illness: \_\_\_\_\_

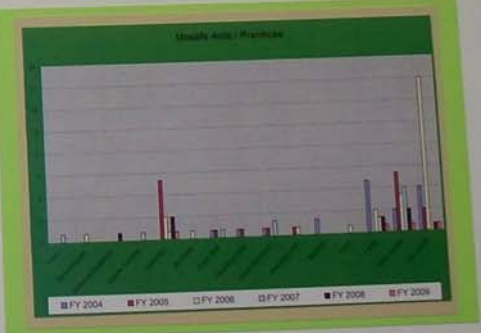
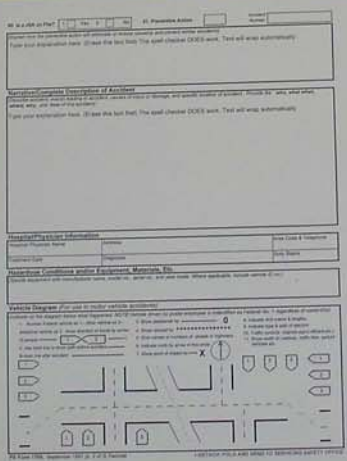
Medical Treatment Received: \_\_\_\_\_

Days Lost from Work: \_\_\_\_\_

Restricted Workdays: \_\_\_\_\_

Job Transfer: \_\_\_\_\_

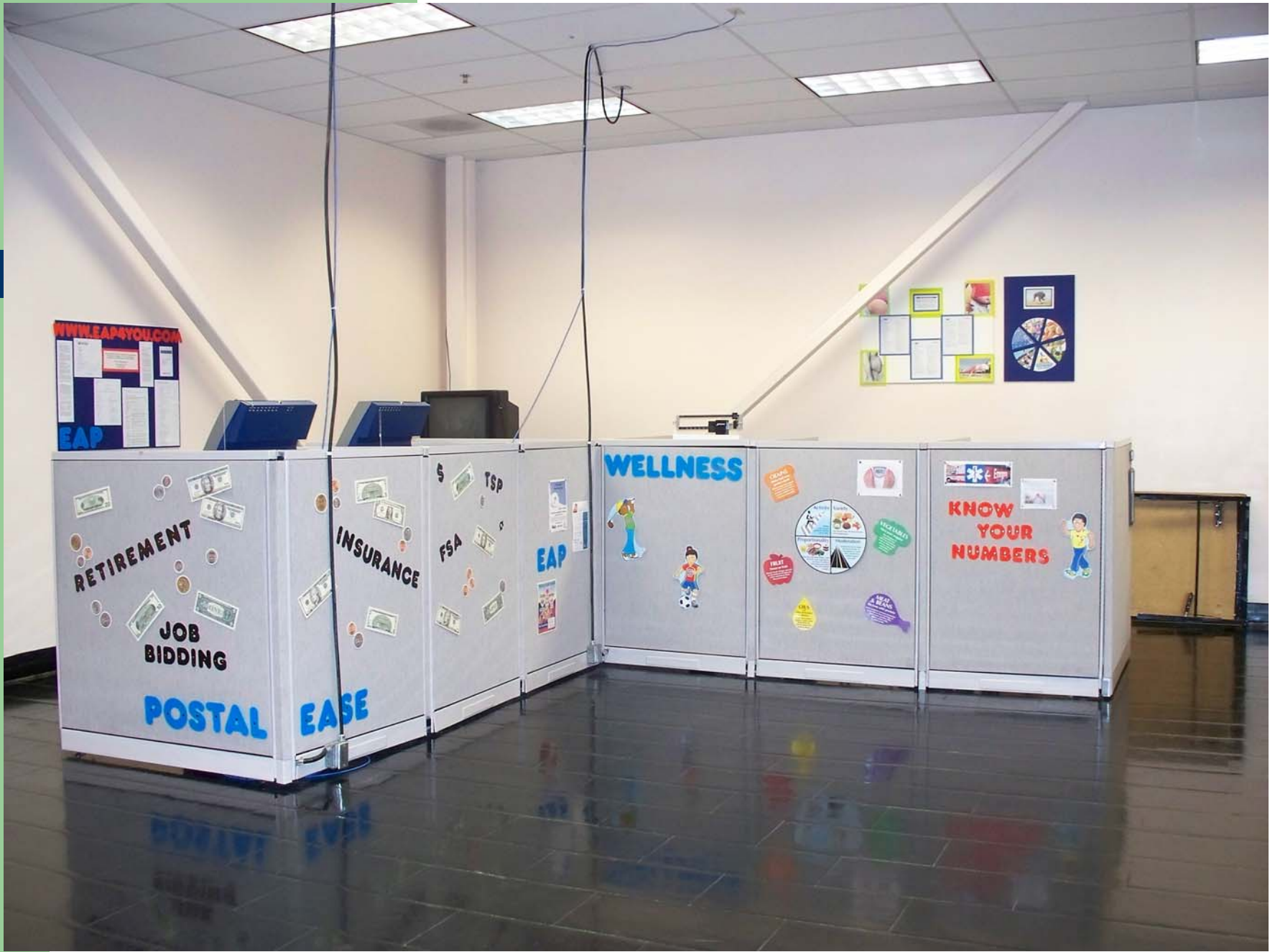
Other: \_\_\_\_\_



# Investigation









# H 1 N 1

### Ways flu can spread!

**You are not a robot!**

**The flu can hit you Too!**  
So wash your hands!

### Ways you can protect yourself!

Wash your hands with soap and water. For at least 20 seconds.

Sneeze in a tissue and throw it in the trash bin.

Disinfect things received from others. Keys, pens, vehicles.

Be well rested, get enough sleep.

Eat healthy, eat lots of fruits. Get lots of vitamins.

Avoid public places.

**When Sick, Stay home until your doctor releases you.**

### FLU TRAVELS

### Clean Hands Save Lives!

- It is best to wash your hands with soap and warm water for 20 seconds.
- When water is not available, use alcohol-based products (sanitizers).
- Always include forearm, preparing or eating food and other parts of the body.
- Washing your hands often helps you avoid getting sick.

**When should you wash your hands?**

- Before and after work
- Before and after eating
- Before and after touching someone who is sick
- After coughing or sneezing
- After touching surfaces that someone who is sick has touched
- After touching surfaces in public places
- After touching surfaces in your home
- After touching surfaces in your car
- After touching surfaces in your office
- After touching surfaces in your school
- After touching surfaces in your store
- After touching surfaces in your restaurant
- After touching surfaces in your hotel
- After touching surfaces in your airplane
- After touching surfaces in your train
- After touching surfaces in your bus
- After touching surfaces in your subway
- After touching surfaces in your taxi
- After touching surfaces in your car
- After touching surfaces in your truck
- After touching surfaces in your boat
- After touching surfaces in your plane
- After touching surfaces in your train
- After touching surfaces in your bus
- After touching surfaces in your subway
- After touching surfaces in your taxi
- After touching surfaces in your car
- After touching surfaces in your truck
- After touching surfaces in your boat
- After touching surfaces in your plane
- After touching surfaces in your train
- After touching surfaces in your bus
- After touching surfaces in your subway
- After touching surfaces in your taxi

**Using alcohol-based sanitizers**

- Use only products that contain at least 60% alcohol.
- Use the product until your hands feel dry.
- Do not use on cuts or burns.
- Do not use on children under 6 years old.
- Do not use on children under 12 years old.
- Do not use on children under 18 years old.
- Do not use on children under 21 years old.
- Do not use on children under 24 years old.
- Do not use on children under 27 years old.
- Do not use on children under 30 years old.
- Do not use on children under 33 years old.
- Do not use on children under 36 years old.
- Do not use on children under 39 years old.
- Do not use on children under 42 years old.
- Do not use on children under 45 years old.
- Do not use on children under 48 years old.
- Do not use on children under 51 years old.
- Do not use on children under 54 years old.
- Do not use on children under 57 years old.
- Do not use on children under 60 years old.
- Do not use on children under 63 years old.
- Do not use on children under 66 years old.
- Do not use on children under 69 years old.
- Do not use on children under 72 years old.
- Do not use on children under 75 years old.
- Do not use on children under 78 years old.
- Do not use on children under 81 years old.
- Do not use on children under 84 years old.
- Do not use on children under 87 years old.
- Do not use on children under 90 years old.
- Do not use on children under 93 years old.
- Do not use on children under 96 years old.
- Do not use on children under 99 years old.
- Do not use on children under 102 years old.
- Do not use on children under 105 years old.
- Do not use on children under 108 years old.
- Do not use on children under 111 years old.
- Do not use on children under 114 years old.
- Do not use on children under 117 years old.
- Do not use on children under 120 years old.

**Washing with soap and water**

- Wet your hands with water.
- Apply soap to your palms.
- Work the soap between your fingers.
- Scrub your hands for at least 20 seconds.
- Rinse your hands with water.
- Dry your hands with a clean towel.

### Germ Farm

**Scrub'em!**

### Some Symptoms that you might have the Flu:

**Not Feeling Well - You have a fever - Sick, upset stomach**

**Stay home and check with your doctor**

### Cover your Cough

Keep the spread of germs to a minimum.

**CDC**

# Educational Materials

Newsletter

Newsletter2

Newsletter3

# Participation

- Bingo
- Stretching
- Walking Path
- Wellness

# *SAFETY BINGO!*

*A Santa Barbara P&DC Original!*



# **Safety** **Bingo**

- ★ **Multi-faceted Program**
- ★ **Maximize Employee Involvement**
- ★ **Employee Incentive Program**
- ★ **Promotes Participation**
- ★ **Emphasizes Safety Programs & Policy**
- ★ **Makes Safety Fun!**

# ***SAFETY BINGO!***

- ★ **Education through repetition**
- ★ **OSHA Rights & Responsibilities**
- ★ **Postal Safety Policies**
- ★ **VPP Education**
- ★ **Promote Participation**
- ★ **Share local Accident Causes**

# Conclusion

