

Contractor VPP Three-Year Recertification Activity List
Six Month Planning Schedule

Dates	Activities	Actionee	Product	Details
January 9-March 1	Taking Safety to the Next Level		Graphics, products, activities, etc. to take safety to the next level.	Employee committee personnel will champion this effort and provide feedback to management and S&H on actions and communications that will take safety to the next level. Management and S&H will provide the resources and support to accomplish the tasks.
March 1-April 30	On-Site Reviews		Walk-through observations	Observations will be focused tenet reviews. Observations will be documented and communicated through VPP Tips to all employees. Improvements needed will be documented via Safety log books or Corrective Action Management Systems as appropriate.
March 1- April 30	VPP Tips		Fact Sheet	VPP Tips distributed through the Safety Communication to all employees
March 1- April 30	S&H Improvements (Employee Committee Next Level Initiatives)		Corrective Action/Log Entry	Items tracked with progress updates and closure actions using the existing mechanisms. Improvements documented and summarized prior to the arrival of the DOE VPP team.
March 1- April 30	S&H Improvements (Employee Committee Next Level Initiatives)		Summary Sheet	Updates of improvements documented and communicated to employees.
May 14-18	Management/Supervisor Interview Questions	Management/Supervision	Interview Questions	Interview questions provided to management and supervision for review. Questions include potential responses.
May 14-18	Weekly Conference Call-Contractor and DOE VPP HQ Team		Information	Contractor will provide logistics, PPE, training, site information and documents requested by the team.
May 21-25	Employee Interview Questions		Interview Questions	Interview questions provided to all employees via the Safety Communications. Questions include potential responses.
May 21-25	Daily Bulletin/Safety VPP Review Communication		Information sheet	Provide reminder with dates and logistics for the review

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May 21-25	Draft In-Brief Presentation		Presentation	Presentation provided by S&H, Senior Management, Employee Committee reps outlining (briefly) the five tenets of VPP and improvements. Assign employees for presentation.
May 21-25	Weekly Conference Call-Contractor and DOE VPP HQ Team		Information	WCH will provide logistics, PPE, training, site information and documents requested by the team.
May 29-June 1	Employee Committee Interview Questions		Interview Questions	Interview questions provided to all employees via the Roundup. Questions include potential responses.
May 29-June 1	Conference Room Reservation for HQ team		Room Reservation	Room will be dedicated to the team for the duration of the review. Room will include computers, supplies, documents, bling, etc. to assist the team during their review.
May 29-June 1	Conference Room Reservation for HQ Team In-Brief		Room Reservation	Room provided for in-brief. This will include senior staff, Employee Committee team leads, S&H escorts, and, the review team.
May 29-June 1	Conference Room Reservation for HQ Team Out-Brief		Room Reservation	Room provided for out-brief. This will include senior staff, Employee Committee team leads, S&H escorts, and, the review team.
May 29-June 1	Review In-Brief Presentation/Reserve Room		Presentation	Assign S&H, Senior Management, and Employee Committee reps to present the briefing-Dry Run.
May 29-June 1	Senior Management Interviews		Interview Times/Locations	Interviews will be set up upon request from DOE VPP HQ team lead.
May 29-June 1	Weekly Conference Call-Contractor and DOE VPP HQ Team		Information	Contractor will provide logistics, PPE, training, site information and documents requested by the team.
June 4-8	Daily Bulletin/Safety VPP Review Communication		Information sheet	Information will contain updated information from DOE VPP HQ based upon weekly conference calls.

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6-Jun	Work activities, Meetings, Site Functions schedules		Schedule	This schedule will provide the date, time, location, and type of activity being performed at the site locations, Office Locations, Training Centers, and other site locations.
6-Jun	Weekly Conference Call-Contractor and DOE VPP HQ Team		Information	Contractor will provide logistics, PPE, training, site information and documents requested by the team.
10-Jun	Team arrival at Site Locations		Meet and Greet	Confirm logistics and in-brief location
11-Jun	In-Brief for DOE HQ team	Contractor-Senior Management-Employee Committee Members	Presentation	In-Brief Presentation (am)
11-Jun	Senior Management Interviews	DOE VPP Team	Interview	Senior managers will be selected by DOE HQ for interviews. These will be scheduled in the weeks prior to the review.
11-Jun	Field Observations, document reviews, and Employee Interviews	DOE VPP Team	Observations and Interviews	Observations and interviews will occur in the field and office locations. These will be random.
12-Jun	Field Observations, document reviews, and Employee Interviews	DOE VPP Team	Observations and Interviews	Observations and interviews will occur in the field and office locations. These will be random.
13-Jun	Field Observations, document reviews, and Employee Interviews	DOE VPP Team	Observations and Interviews	Observations and interviews will occur in the field and office locations. These will be random.
14-Jun	Field Observations, document reviews, and Employee Interviews	DOE VPP Team	Observations and Interviews	Observations and interviews will occur in the field and office locations. These will be random.
15-Jun	Out-Brief Presentation	DOE HQ	DOE HQ Presentation	DOE HQ will provide observations, improvements, and recommendations. Final report and designation is through HSS and will not be determined until the final report has been reviewed and approved. (pm)

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July 2-31	VPP Report	Contractor	Draft Report	DOE will provide the review report to Contractor for factual accuracy. Comments are provided directly to HQ and incorporated into the final report.
July 2-31	WCH On-Site Review Report	DOE HQ	Final Report	A final report will be sent electronically with the official designation after signature from HSS.
August 1-31	Employee Recognition	WCH Mangement	Site Recognitions	Upon final receipt of a designation, Contractor should recognize employees for their continued and ever improving safety culture.