DoD VPP CX

Development, Validation, Implementation and Enhancement of a Voluntary Protection Programs Center of Excellence (VPP CX) Capability for Department of Defense (DoD)

VPP Fundamentals and Working with the DoD VPP Center of Excellence

DoD Lead Agent:
Office of the Assistant Secretary of the Army (Installations and Environment)

Department of Defense
Voluntary Protection Programs
Center of Excellence

Operated by:

CTC Concurrent Technologies Corporation

VPP in DoD - Background

- DoD Injury Rate Reduction Goals
- Defense Safety Oversight Council (DSOC)
  - VPP chosen for proven mishap and worker's compensation reductions in private and federal sectors.
- VPP CX
  - Contractor operated
  - Multi-Service; Army (ASA I&E) is lead agent
  - Mission: Assist Installation / Activity Directors in achieving OSHA VPP Star status
  - Baseline VPP assessment and implementation support
  - Focal point for DoD VPP assistance
  - http://www.vppcx.org .

VPP Benefits

- **Improved Safety and Health for workers**
- **Improved morale and workplace productivity**
- Fewer reportable/recordable injuries and illnesses
- Lower worker's compensation costs
- Positive return on investment
- Increases in available military end strength, positively affecting force readiness
- OSHA validation/recognition of Safety Program excellence
- Secretary of Defense visibility and positive site recognition by senior government officials.

VPP Process

- VPP is a process, a culture, not an inspection.
- There are four main elements to this process:

1. Management Leadership and Employee Involvement
2. Work Site Analysis
3. Hazard Prevention and Control
4. Safety and Health Training.

Management Leadership

- Managers must provide visible leadership by:
  - Establishing clear lines of communication for safety and health policies
  - Creating an environment that allows for reasonable employee access to top site management
  - Clearly defining responsibilities, goals, and objectives
  - Setting example of safe and healthful behavior
  - Ensuring all workers, including contractors, have high quality safety and health protection.

Employee Involvement

- The site culture must enable meaningful employee involvement:
  - Participation in committees, audits, investigations, work area self inspections, job hazard analyses, etc.
  - Awareness of VPP site participation
  - Hazard reporting
  - Receive feedback - suggestions, hazard reports, etc.
  - Safety training
  - Demonstrate understanding of basic principles of VPP.

Contract Workers

- VPP site contractor programs must include a documented oversight and management system that ensures the contractor's site employees are provided effective protection.
- VPP sites are expected to encourage contractors to develop effective safety and health program management systems.

Work Site Analysis

- Work Site Analysis includes:
  - Baseline Safety/Health Hazard Analyses
  - Ongoing Hazard Analysis
  - Pre-use Analysis (materials/processes)
  - Documenting and Use of Hazard Analyses
  - Routine Inspections / Self Inspections
  - Employee Hazard Reporting System
  - Industrial Hygiene
  - Accident/Incident Investigations
  - Trend Analysis.

Hazard Prevention and Control

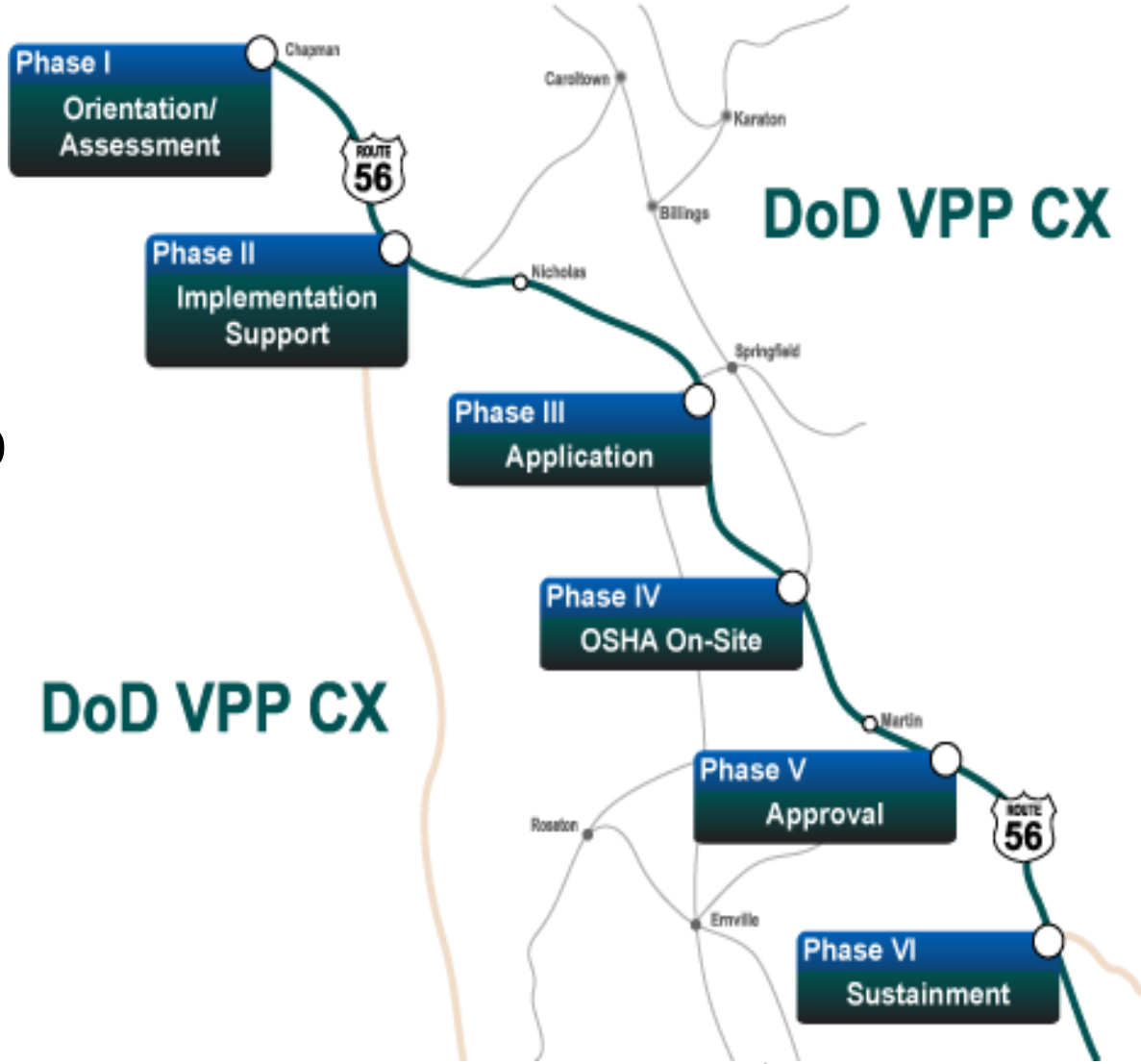
- Hazard Prevention and Control includes:
  - Access to qualified Safety/IH professionals
  - Control hierarchy (engineering, administrative, work practice, Personal Protective Equipment (PPE))
  - Preventive/predictive maintenance to keep equipment from becoming hazardous
  - Access to medical/health professionals for physicals, treatment, first aid, CPR, etc.
  - Emergency systems (response, training, drills, critiques)
  - Controls are understood, followed, and enforced.

Safety and Health Training

- Safety and Health Training includes:
  - VPP concepts
  - Employee rights under OSHA
  - Responsibilities of managers, supervisors, workers
  - Recognizing hazardous conditions
  - Signs and symptoms of workplace related illnesses
  - Job specific training – for example:
    - Job hazard analysis / protective measures
    - Work area inspection / self-inspection
    - Mishap investigation.
  - Site hazards and protective measures
  - Emergency evacuation procedures.

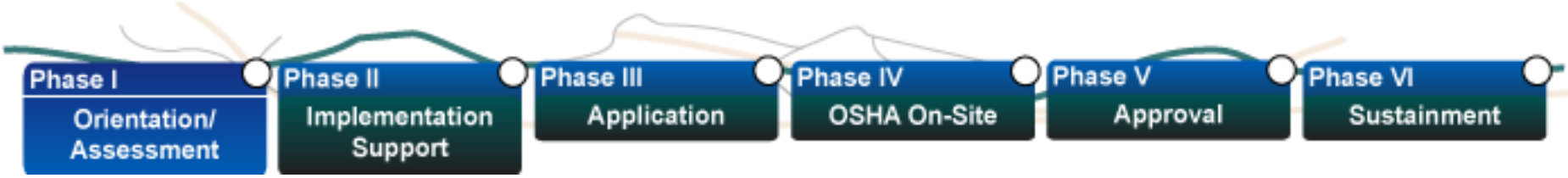
Becoming a Star Site

- The DoD VPP CX "Success Roadmap" consists of six process phases to assist nominated sites in achieving VPP Star recognition.



Phase I – Orientation / Assessment

- Orientation/Engagement
  - Provide an overview of VPP and the DoD VPP CX
  - Engage key stakeholders in site VPP efforts
  - Conduct a Safety Perception Survey
  - Begin VPP familiarization training.
- Assessment
  - Conduct a baseline assessment of the site
  - Provide the site with a gap analysis and initial action plan
  - Reinforce familiarization with electronic tools provided by the DoD VPP CX.



VPP CX Onsite Evaluation Assessment

- Evaluation consists of:
  - ☑ Opening Conference
  - ☑ Document Review
  - ☑ Walkthrough of Worksite
  - ☑ Employee and Management Interviews
  - ☑ Gap Analysis and Action Plan Report
  - ☑ Closing Conference.

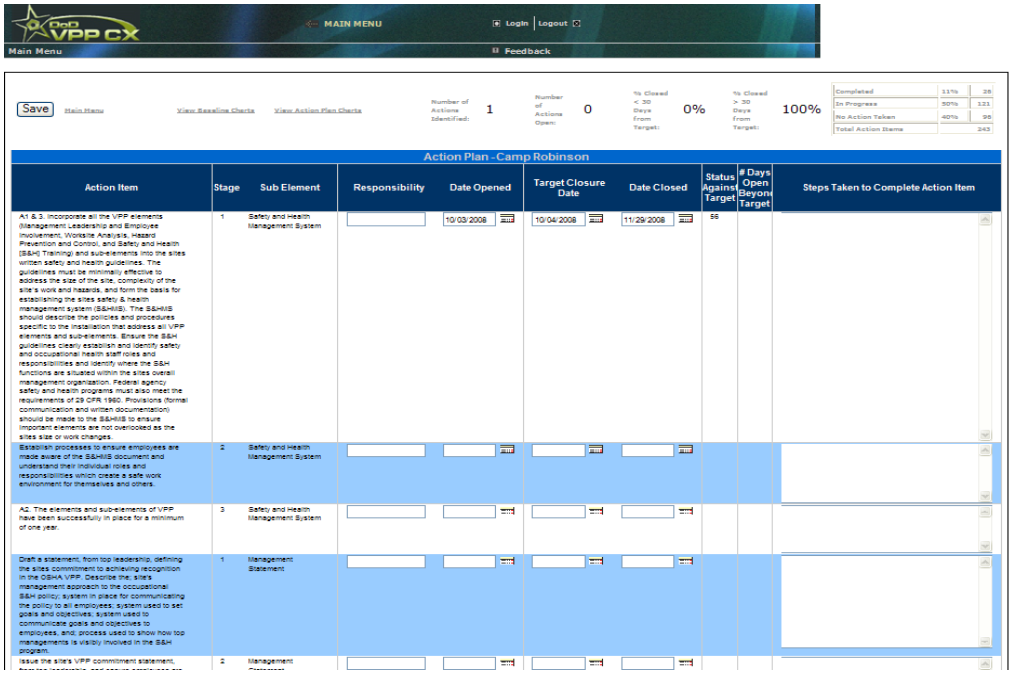
- Intended to mirror an OSHA on-site.

Onsite Walkthrough

- The onsite walkthrough differs from an inspection
  - Assess policy vs. practice in representative areas
  - Note best practices and significant hazards
  - Conduct informal interviews in employee work areas.

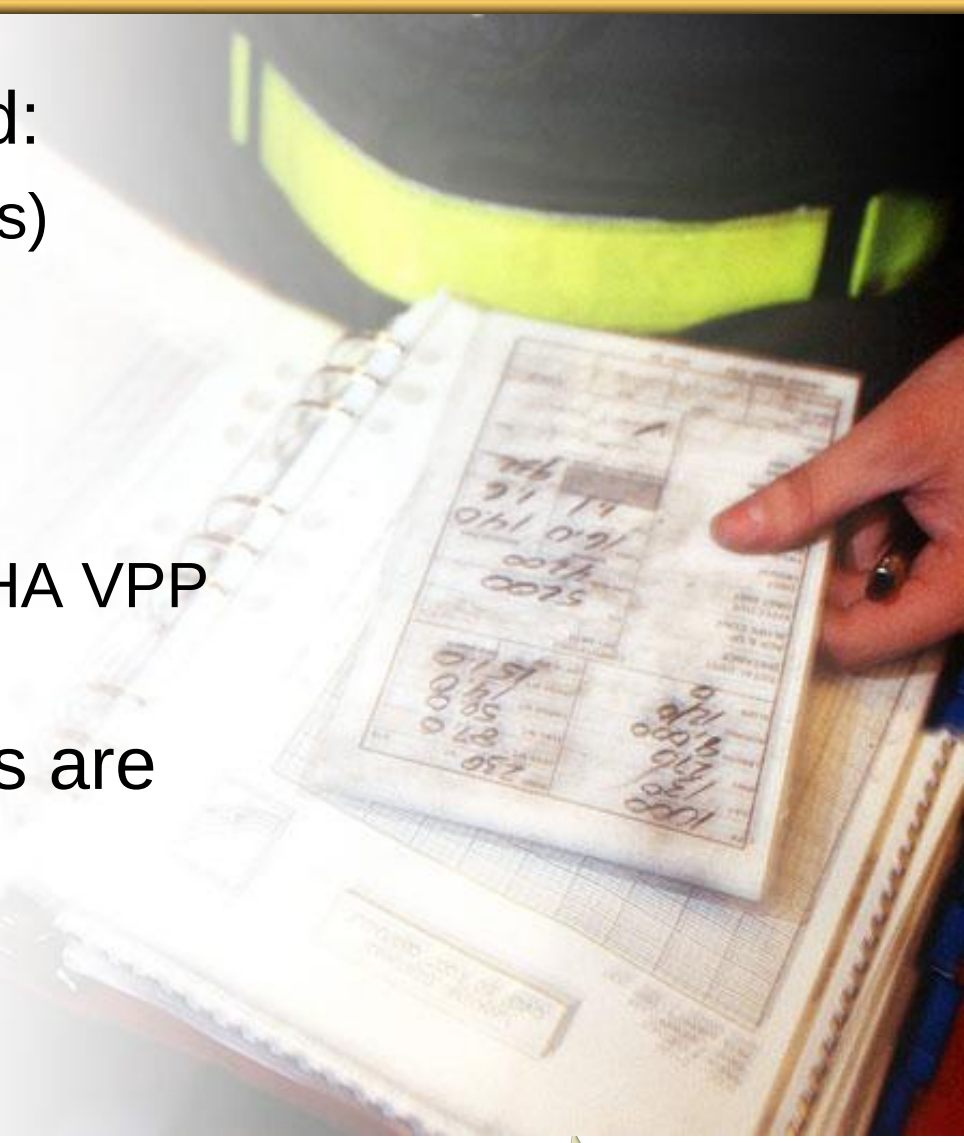
Gap Analysis Report

- The objective of the gap analysis is to develop an action plan which:
  - Identifies unmet VPP requirements
  - Serves as roadmap to obtain VPP certification.



Gap Analysis Contents

- The gap analysis covered:
  - Injury data (last three years)
  - Management Leadership
  - Employee Involvement
  - Policies and procedures
  - Existing programs vs. OSHA VPP criteria.
- VPP implementation gaps are <u>Normal</u> and <u>Expected.</u>



Gap Analysis Form

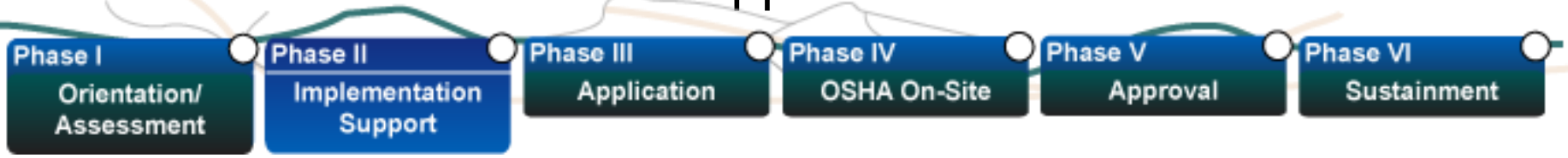
Element	Stage I	STATUS	COMMENTS
WORKSITE ANALYSIS			
1. Baseline Safety and Industrial Hygiene Hazard Analysis - Actions Required			
Element	**Stage I**		
Baseline Safety and IH Hazard Analysis	1. Conduct a baseline safety and industrial hygiene hazard analysis to establish initial levels of exposure (baselines) for comparison to future levels, so that changes can be recognized This study should include a review of previous accidents, injuries, and illnesses; complaints of workplace hazards; previous studies, etc.	Completed	Evidence: Command Core (for IH) and Annual Internal and periodic External Safety Inspections
Baseline Safety and IH Hazard Analysis	2. Ensure that the baseline survey: a) Identifies and documents common safety hazards in the site and how they are controlled, b) Identifies and documents common health hazards in the site to determine if further sampling is needed, c) Identifies and documents safety and health hazards that need further study, d) Covers the entire work site, indicating who conducted the survey, and when it was completed.	Completed	
Baseline Safety and IH Hazard Analysis	3. Repeat the baseline survey only if warranted by significant changes (eg, changes in processes, equipment, hazard controls, etc).	No Action Taken	Demonstrate the process that triggers a repeat of a baseline survey in response to changes resulting from LEAN events, for example

Three Stages of Program Maturity

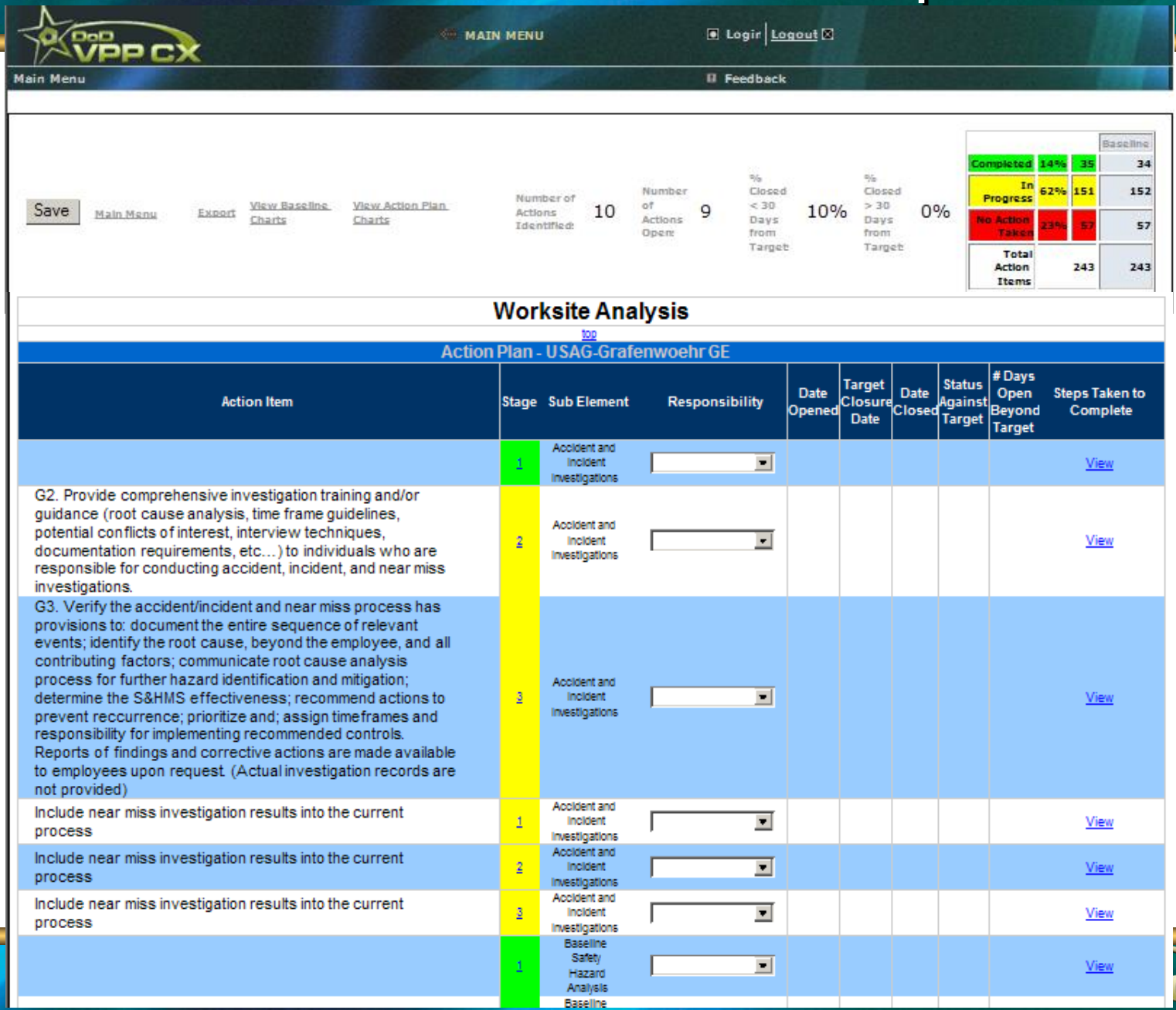
- Gap analysis parallels the three stages of the formal OSHA Challenge process
- Stages require progressively increasing depth:
  - Stage 1: Initial development of policies, procedures, and programs
  - Stage 2: Communicate to site, train personnel, implement
  - Stage 3: Full implementation, continuous improvement.

Phase II – Implementation Support

- DoD CX Support Includes:
  - VPP Gap Analysis / Action Plan
  - Access to subject matter experts-”Implementation Leads”
  - Additional support and implementation for selected installations
  - Finding a mentor
  - Access to webinars, workshops, training, videos, best practices, tools, etc. through http://www.vppcx.org
  - Progress reporting to Major Commands
  - VPP e-Tool application development
  - Pre-OSHA evaluation support with Mock Audit visit.

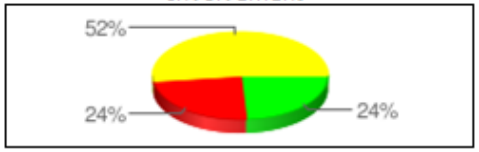
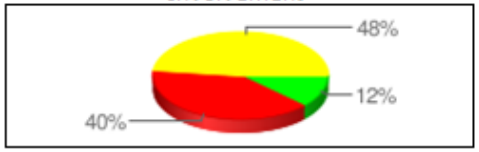
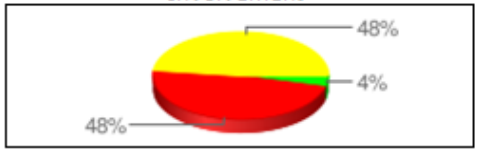
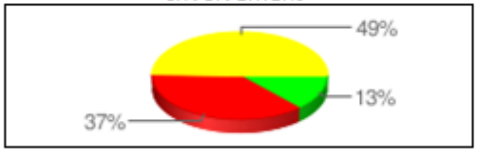
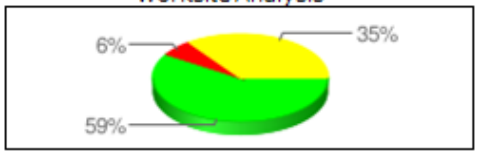
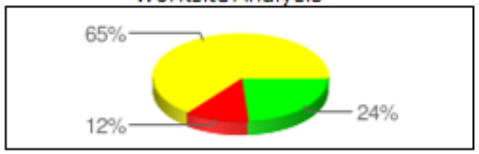
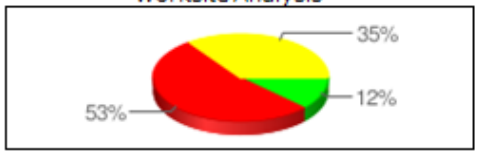
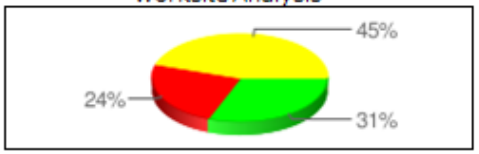
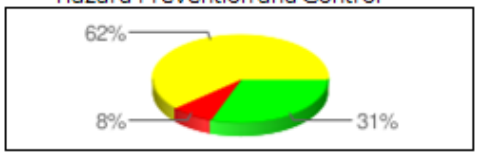
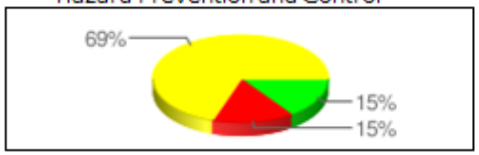
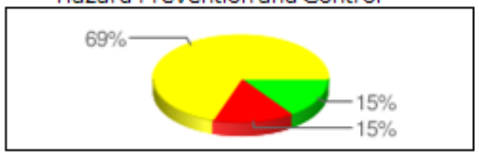
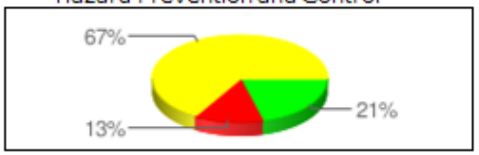
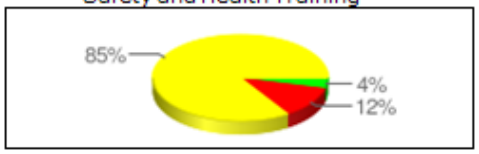
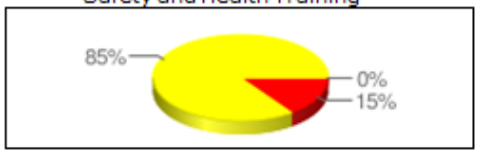
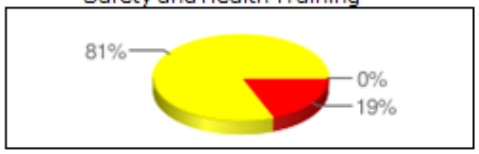
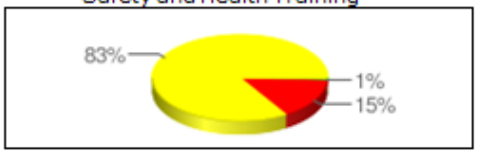
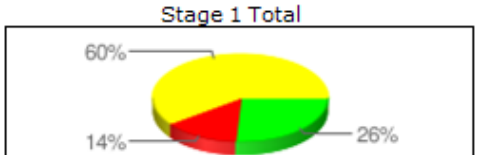
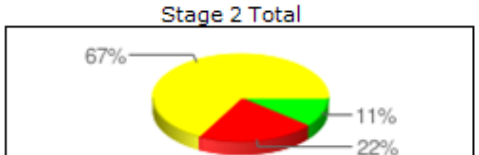
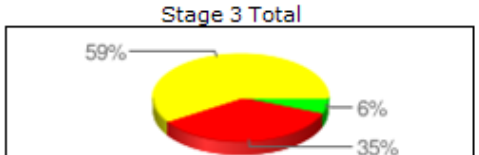
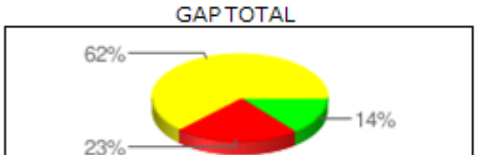


Web-Based Action Plan Report



Gap Analysis Graphic Summary Report

USAG-Grafenwoehr GE - Action Plan Pie Charts

Stage 1	Stage 2	Stage 3	Total
Management Leadership and Employee Involvement	Management Leadership and Employee Involvement	Management Leadership and Employee Involvement	Management Leadership and Employee Involvement
			
Worksite Analysis	Worksite Analysis	Worksite Analysis	Worksite Analysis
			
Hazard Prevention and Control	Hazard Prevention and Control	Hazard Prevention and Control	Hazard Prevention and Control
			
Safety and Health Training	Safety and Health Training	Safety and Health Training	Safety and Health Training
			
Stage 1 Total	Stage 2 Total	Stage 3 Total	GAP TOTAL
			

Phase III - Application

- The Application e-Tool:
  - Provides an on-line document filing system for each required application element
  - Reviewed by HQ and DoD VPP CX subject matter experts.

e-VPP Application Management

45th Space Wing

Sub-Elements Tracking

Management Leadership and Employee Involvement

Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Management Commitment to Safety and Health Protection	Inst User	12/26/2006 11:18:55 AM	✓	X	X	X
VPP Commitment	Inst User	12/26/2006 11:19:20 AM	✓	X	X	X
Planning	Inst User		X	X	X	X
Safety and Health Management System	Inst User		X	X	X	X
Top Management Leadership	Inst User		X	X	X	X
Employee Involvement	Inst User		X	X	X	X
Contract Worker Coverage	Inst User		X	X	X	X
Safety and Health Program Evaluation	Inst User		X	X	X	X
Union Statement	Inst User		X	X	X	X
Management Statement	Inst User		X	X	X	X

Worksite Analysis

Sub-Element	Assigned To	Last Modified	Installation	Major Command	HQ	DoD
Baseline Safety Hazard Analysis	Inst User		X	X	X	X
Industrial Hygiene	Inst User		X	X	X	X
Hazard Analysis of Routine Jobs-Tasks-Processes	Inst User		X	X	X	X
Self-Inspections	Inst User		X	X	X	X
Employee Reports of Hazards	Inst User		X	X	X	X
Accident and Incident Investigations	Inst User		X	X	X	X
Trend Analysis	Inst User		X	X	X	X

Phase I Orientation/ Assessment | Phase II Implementation Support | Phase III Application | Phase IV OSHA On-Site | Phase V Approval | Phase VI Sustainment

Phase IV – OSHA On-Site

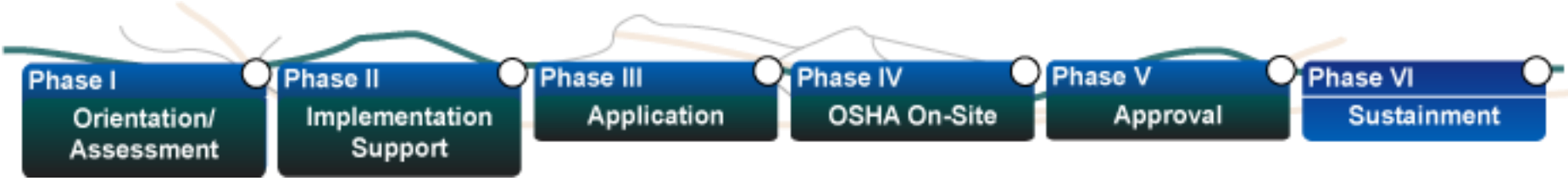
- The DoD VPP CX "OSHA" On-site:
  - ❖ CX conducts a "validation" and coaching visit prior to final evaluation.
  - ❖ DoD VPP CX "OSHA" final evaluation

Phase I Orientation/ Assessment | Phase II Implementation Support | Phase III Application | **Phase IV OSHA On-Site** | Phase V Approval | Phase VI Sustainment

Phase V - Approval

CONGRATULATIONS!

Phase I: Orientation/ Assessment | Phase II: Implementation Support | Phase III: Application | Phase IV: OSHA On-Site | **Phase V: Approval** | Phase VI: Sustainment

Phase VI - Sustainment

- Sustainment support includes:
  - Continued access to the DoD VPP CX Web Portal for up-to-date:
    - Tools
    - Training Materials
    - Best Practices Information.
  - Participation in workshops and other training events
  - Continued access to the web-based VPP Application tool (e-VPP tool) for Annual Reports.