

Work Site Analysis

Sub-Element

1. Management Understanding – Management must have a clear understanding of VPP goals and how they will be achieved.
2. Industrial Hygiene – An effective industrial hygiene program must be in place and must address exposures on the work site. Workers must be trained to recognize industrial hygiene hazards related to their jobs. High noise levels, vapors, gasses, and airborne particulates are examples of industrial hygiene hazards.
3. Pre-use Analysis – A pre-use analysis must be conducted on all new or modified processes to detect hazards associated with normal operation. A pre-use analysis may be required even for what may appear to be a simple task such as changing the toner cartridge in the copy machine.
4. Hazard Analysis – A hazard analysis must be conducted on all job tasks for the detection of hazards associated with the work performed. Hazards must be reported using proper procedures to ensure adequate corrective measures are taken.
5. Routine Inspections - Work areas must be inspected before the start of each shift. Documented monthly work site inspections must be conducted to detect new or uncontrolled hazards as well as follow-up on previous recommendations for corrective action(s).
6. Employee Hazard Reporting System – Employees must immediately report hazards to their supervisor, by using the ANYMOUSE system, reporting directly to MCLC headquarters safety office, or by using the enterprise safety application management system (ESAMS).
7. Accident and Incident Investigations – A thorough investigation must be conducted on all accidents and incidents (including near misses). Investigations must be documented on proper forms and returned to MCLC Headquarters Safety Office immediately. If any, witness statements must be taken.
8. Trend Analysis – Trend analysis are conducted by using information obtained from accident/incident reports, safety inspections, hazard reports and hazard analysis. Trend analysis helps to identify problematic re-occurring safety and health issues.