



VPP Implementation Plan

If you are participating in this presentation you are likely involved in a leadership role at your Center and therefore have the responsibility of promoting the Voluntary Protection Programs aka; (VPP).



VPP Implementation Plan

The purpose of this presentation is to help you better understand the requirements and process of achieving VPP recognition from Federal OSHA and how it will benefit LOGCOM. In this presentation you will explore step-by-step procedures that will help explain *who, what, when, and why* VPP.



Who Is VPP?

Who is VPP? The Voluntary Protection Programs were first established by Federal OSHA in 1982 . The programs are designed to reduce accidents, improve relations between OSHA and employers, improve communications between employers and employees, and much, much more.



What Is VPP?

What is VPP? The Voluntary Protection Programs are management tools that are designed to help promote involvement in safety and health management systems (SHMS) from both managers and employees.



When Should We Begin VPP?

When do we get started? Yesterday!!

LOGCOM has promoted VPP for the past few years and is nearing completion of the first of 3 stages:

Stage 1: Development of policies, procedures, and programs

Stage 2: Communicating stage 1 to all employees.

Stage 3: Implementation and continuous improvement

Employers who successfully complete all 3 stages are awarded special recognition from Federal OSHA for having superior Safety and Health Management Systems (SHMS).



Why VPP?

Why VPP? There are many benefits to becoming a VPP site. Some of those are:

- OSHA estimates a reduction greater than 50% in work related injuries.**
- Increased productivity**
- Increased quality of work**
- Improved morale**
- Reduced overhead costs**
- Removal from OSHA's scheduled inspection list**

The best reason; it's a great way to support our warfighters!



Management Principles

There are *4 management principles* of VPP.

Those are:

- **Management leadership and employee involvement**
- **Work Site Analysis**
- **Hazard prevention and control**
- **Safety and health training**

Let's take a look at each one.....



Management Principles

#1, Management leadership and employee involvement.

- No safety and health system will succeed without management leadership. Management must demonstrate their commitment to employee safety by providing adequate authority and resources.**
- Managers and supervisors must get employees involved in the decision making process. Safety Teams can work wonders!**
- Supervisors must set an example through positive reinforcement.**
- Everyone must accept responsibility for safety and be held accountable for their actions.**
- Contractors and Unions must be involved.**
- Written policies and procedures must be established and followed.**



Management Principles

#2, Work Site Analysis

A thorough, detailed, and precise Work Site Analysis (WSA) must be conducted in all work areas to identify unsafe behavior, hazardous operational procedure/s, and physical hazards that may cause or contribute to accidents and injuries. Take a good look at every detail of the individual procedures and ask the questions: Is this the best, safest way to do this? Are there better controls that can be used? Has the worker received training on how to perform the task safely? How do we know the worker fully understood the training? What can be done to make this task safer? Remember, every process can be improved!!



Management Principles

#3, Hazard Prevention and Control

A thorough WSA will identify hazards in the work place. Hazards can be eliminated or controlled by using one of 3 prioritized methods that follow:

- Engineering Controls – Machine guards, guardrails, protective shields, noise barriers, better lighting**
- Administrative Controls – Shorter working hours to reduce exposure, improved training and education**
- Personal Protective Equipment – Is often the first choice but should be the last choice. PPE does not eliminate the hazard but simply reduces exposure. Workers can still be injured.**

Your Safety Department has Safety Professionals on staff who can advise and assist in eliminating and controlling hazards.



Management Principles

#4, Safety and Health Training

Who needs safety and health training? Everyone!! While some may require more extensive and detailed training than others, everyone is exposed to hazards on the job. Requirements for basic safety training are detailed in MCO 5100.8, MCO 5100.29A, MCO P5102.1B and CFR 1910 and 1960. Many of these requirements are repetitive but all are important. Not only must the required training be conducted, it must also be documented in a proper manner. Those who have attended training must also demonstrate a high degree of comprehension. Comprehension can include written tests, verbal tests, and observation.



Attitude and Involvement

An important fact to remember: VPP is not for those who view safety as “additional work”. If we are to be successful with VPP, safety must become “second natured” to everyone throughout the organization. Every person must accept responsibility for their own personal safety and for those working nearby. VPP is about changing the way managers and employees view safety. Managers must be *willing* to devote resources and employees must be *willing* to put safety first both at work and at home. Contractors and Unions must also support VPP.



Let's Get Started!

Okay; we've discussed the 3 Stages of the VPP process and the 4 Elements of VPP. How do we begin the process?



Step One: Safety Team

Assemble a Safety Team . The Safety Team will be responsible for reviewing the Gap Assessment. The Gap assessment is designed to help identify “gaps” in your Safety and Health Management System (SHMS). Compare your SHMS to the requirements listed in the Gap Assessment. Each Team member should be assigned tasks to correct deficiencies noted in the GAP. This is easier said than done in most cases, but remember, “A journey of a 1000 miles begins with one step”.



Gap Assessment

The Gap Assessment will examine your written Safety & Health Management System (SHMS). The written SHMS must be a signed document and must address:

- **The 4 Management Principles and Elements of VPP**
- **How the Elements are managed**
- **How the effectiveness of each Element will be measured.**
- **Who is responsible for SHMS**

The 4 Management Principles along with their respective sub-elements should be assigned to 4 different Safety Team members for follow-up and verification of proper corrective action. This process should take no longer than 30 days.



Management Leadership and Employee Involvement

Sub-elements of Management Leadership and Employee Involvement that must be demonstrated to obtain VPP Star Status:

- Management Commitment**
- VPP Commitment**
- Planning**
- Written Programs**
- Top Management Leadership**
- Authority and Resources**
- Accountability**
- Contractors**
- Employees Involvement**
- Safety and Health Program Evaluation**



Work Site Analysis

Sub-elements of Work Site Analysis that must be demonstrated and included in your SHMS:

- **Management understanding**
- **Industrial Hygiene Tests, Services, and Documentation**
- **Pre-use Analysis of processes, tools, equipment, etc.**
- **Hazard Analysis for work processes**
- **Routine Inspections of the workplace**
- **Employee Hazard Reporting Methods**
- **Accident/Incident Investigations**
- **Data Collection and Trend Analysis**



Work Site Analysis (WSA)

A thorough Work Site Analysis (WSA) must be conducted on all phases of the operation. When performed correctly, the WSA can help pinpoint deficiencies in safety and identify hazards that may cause accidents and injuries. Employees working in the area must be involved in the WSA process. Many times problems have already been identified but no corrective action has been taken. This is a good time to look at your procedures for reporting and correcting safety issues. All WSA's must be documented and recorded in such a way that they are accessible to affected employees. A guide to performing a WSA can be obtained from your site VPP Office.



Hazard Prevention and Control

Sub-elements of Hazard Prevention and Control that must be included in your SHMS:

- ❖ **Availability of Certified Professional Resources**
- ❖ **Inspections and audits**
- ❖ **Engineering and Administrative Controls**
- ❖ **Personal Protective Equipment (PPE)**
- ❖ **Task Specific Safety and Health Rules**
- ❖ **Preventive Maintenance**
- ❖ **Hazard Correction Tracking**
- ❖ **Disciplinary System**
- ❖ **Emergency Procedures**



Step Two: Communicate

Next you should begin effectively communicating VPP to your employees. This can be accomplished by using banners, pamphlets, meetings, and most importantly; training. Get your workers involved! Think up new ways to get the word out! At this point you are now beginning Stage 2 of the 3 stages of VPP maturity.



Training

Train, train, train and when you're finished; train more! Safety and Health Training must include:

- ✓ **A description of the training**
- ✓ **The purpose of the training**
- ✓ **Goal of the training**
- ✓ **Managers, Supervisors, Employees, Contractors**
- ✓ **Participant evaluations**
- ✓ **Must be properly documented in an orderly manner**
- ✓ **Must have a system to determine comprehension**
- ✓ **Must include all sub-elements of VPP**



Step 3: Implementation and Continuous Improvement

Once you have:

- **Developed and documented an effective Safety and Health Management System**
- **Completed a Work Site Analysis on all phases of operation**
- **Developed a Hazard Prevention and Control system that includes employee reporting of hazards**
- **Opened lines of communication between managers and workers**
- **Completed all required training**

You are now ready to move on to the final step.....



Full Implementation and Continuous Improvement

Okay. Now the easy stuff is completed. All we have to do now is make sure our programs run smooth and continue to improve. How do we do that? The answer is simple; we don't stop. We continue to manage our SHMS. We review policies and procedures, conduct inspections, conduct accident investigations, collect and document data, develop loss trend analysis, conduct safety meetings, conduct meetings with our Safety Committee, assign tasks to safety team members, train employees, and the list goes on....we don't stop!



Closing

The mechanics of an effective SHMS as well as VPP are not difficult, however the human factor is. We must figure out a way to motivate our employees to work and live safe. We must do our part to ensure that we continue to have the most efficient, productive, and safest workforce in the World!