



Department of Defense  
Voluntary Protection Programs Center of Excellence



# VPP Assessment Process

# Objective



After this training you will be able describe the basic process used by the DoD VPP Center of Excellence to assess and report the extent to which OSHA VPP criteria are met by the existing Safety and Health Management System of a USMC Installation/Command



# VPP Assessment Process



- VPP is a process, a culture, not an inspection
- There are four main elements to this process:
  - Management Leadership and Employee Involvement
  - Worksite Analysis
  - Hazard Prevention and Control
  - Safety and Health Training



# 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 evaluation for a VPP Star applicant



# Management Leadership



- Managers must provide visible leadership by:
  - Establishing clear lines of communication
  - Creating an environment that allows for reasonable employee access to top site management
  - Setting example of safe and healthful behavior
  - Ensuring all workers, including contractors are provided equally high quality safety and health protection
  - Clearly defining S+H responsibilities, goals, and objectives in writing, including incorporating safety in performance standards/appraisals



# 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.



# 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



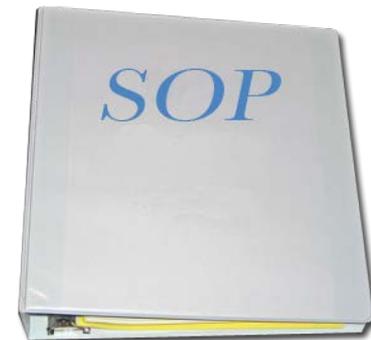
- Hazard Prevention and Control includes:
  - Access to qualified Safety/IH professionals
  - Control hierarchy (engineering, administrative, work practice, Personal Protective Equipment (PPE))
  - Preventive/predictive maintenance to keep equipment from becoming hazardous
  - Access to medical/health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



# Safety and Health Training



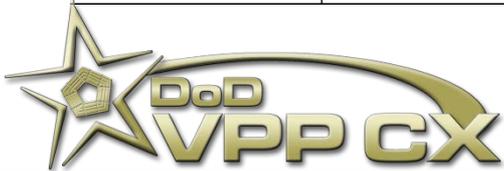
- Safety and Health Training includes:
  - VPP concepts
  - Employee rights under OSHA
  - Responsibilities of managers, supervisors, workers
  - Recognizing hazardous conditions
  - Signs and symptoms of workplace related illnesses
  - Job specific training – for example:
    - Job hazard analysis /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



# Gap Analysis Form



Element	Stage I	STATUS	COMMENTS
<b>WORKSITE ANALYSIS</b>			
<b>1. Baseline Safety and Industrial Hygiene Hazard Analysis - Actions Required</b>			
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

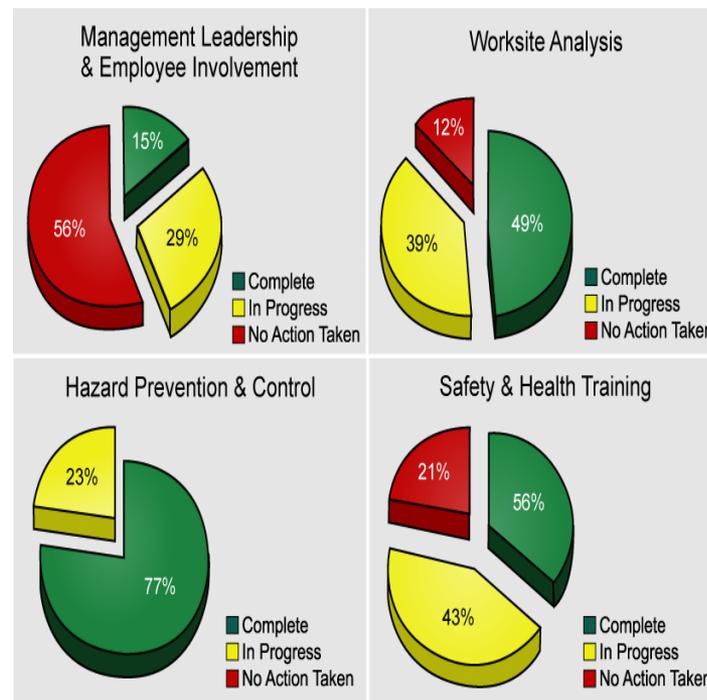
- The VPP Gap analysis evaluates every VPP sub-element in terms of three stages of implementation maturity
- Each stage requires progressively increasing depth:
  - Stage 1: Initial establishment of policies, procedures, and programs
  - Stage 2: Communicate to site, train personnel and implement
  - Stage 3: Full implementation, review of results, continuous improvement.



# Closing Conference – Out-brief



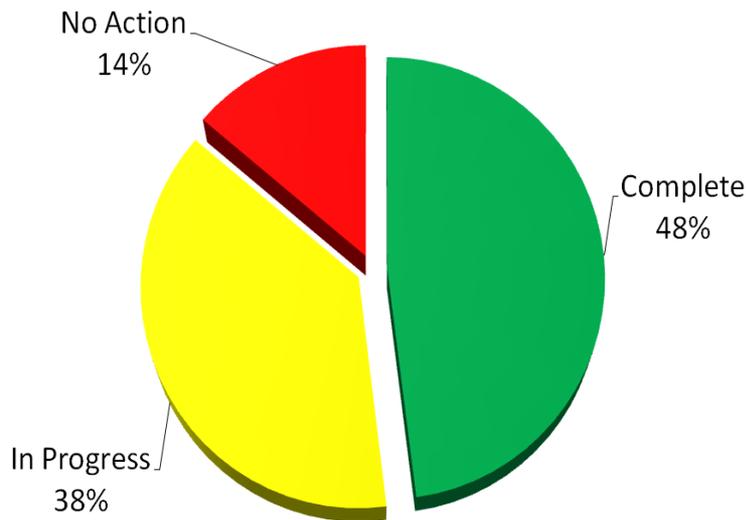
- Recognize “Star” Points
- Opportunities for improvement by element
- Recommended next steps



# Closing Conference – Out-brief



## All Elements and Stages Combined



Complete Detailed Results Uploaded to eVPP Tool

<https://evpp.vppcx.org/>

Contains

- Action Plan
- VPP Application Tool



# Summary



In this training you learned about the process used by the DoD VPP Center of Excellence to assess and report the extent to which OSHA VPP criteria are met by the existing Safety and Health Management System of a USMC Installation/Command



# Knowledge Check



1. The VPP Center of Excellence's VPP Assessment Process is designed to measure:
  - a. The probability that site employees will experience occupational injuries or illnesses.
  - b. The extent to which a site's existing safety and health program meets OSHA VPP criteria.
  - c. The OSHA compliance of site workplaces.
  - d. Employee satisfaction with a site's safety programs.
  
2. The VPP Center of Excellence's VPP Assessment Process evaluates the site versus the four major elements of VPP. Which of the following is not one of those elements?
  - a. Compliance With OSHA Standards
  - b. Management Leadership and Employee Involvement
  - c. Safety and Health Training
  - d. Worksite Analysis



# Knowledge Check



3. The VPP Center of Excellence's VPP Assessment Process evaluates site safety and health programs in terms of how many stages of program maturity?
  - a. One
  - b. Two
  - c. Three
  - d. Four
  
4. At the conclusion of a site's VPP Assessment, the VPP Center of Excellence uploads the Assessment results to:
  - a. The eVPP Tool website
  - b. The site's intranet
  - c. A Microsoft Excel spreadsheet
  - d. The DoD VPP Status website

