

Marine Corps Logistics Command, Enterprise

Occupational Safety & Health Administration (OSHA)

Voluntary Protection Programs (VPP)

Four Elements of VPP

1. Management Leadership and Employee Involvement (button on website)

Sub-elements (to be shown under element #1)

1. **Management Commitment** – Upper management must be committed to funding and staffing the VPP. Management must also make an extra effort to get involved in VPP activities such as safety committees and VPP training events.

2. **Commitment** - Once started, upper and middle management must be committed to achieving VPP recognition.

3. **Planning** – Before starting the VPP a detailed plan must be agreed upon by all parties involved. Managers, employees, employee representatives and imbedded contractors must have a clear understanding of the intent of VPP and how it will be implemented.

4. **Written Safety and Health Program** – All safety and health programs required by the VPP must be in writing and available for review on request.

5. **Top Management Leadership** – Like any successful business plan VPP must be promoted and enforced from the top down. Top management must have a clear understanding of the benefits of VPP.

6. **Authority and Resources** – Top management must commit to providing adequate resources to ensure the success of the VPP. Authority must be given to mid-level managers and supervisors to promote and train all employees on VPP.

7. **Line Accountability** – Managers and employees at all levels must be held accountable for failure to promote and comply with all elements of VPP.

8. **Contract Workers** – Contractors who work a combined total of more than 1000 hours in any quarter must be included in all VPP activities.

9. **Employee Involvement** – Employees at all levels must be willing to accept “ownership” of VPP and continue to support all VPP initiatives.

10. **Safety and Health Program Evaluation** - Trend analysis must be maintained to track the effectiveness of safety and health programs. An annual self assessment must be conducted to measure success of annual goals and recommendations.

2. Work Site Analysis (button on website)

Sub-elements (to be shown under element #2)

11. **Management Understanding** – Management must have a clear understanding of VPP goals and how they will be achieved.

12. **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.

13. **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.
14. **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.
15. **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).
16. **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).
17. **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.
18. **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.

3. Hazard Prevention and Control (button on website)

Sub-elements (to be shown under element #3)

19. **Certified Professional Resources** – MCLC safety office employs a certified safety professional as well as four Degreed Safety Professionals who provide a wide range of professional safety knowledge in order to solve and abate safety and health issues in the workplace. The Base industrial hygienist is used whenever a health issue needs to be addressed.
20. **Hazard Elimination or Control** – Based on OSHA’s hierarchy of controls:
 - a) **Engineering Controls** are used to engineer the hazards out of the process.
 - b) **Administration Controls** can be used to limit the time employees are exposed to a known hazard.
 - c) **Safety and Health rules** must be part of employee training. Employees must follow safety and health rules.
 - d) **Personal Protective Equipment** can be used as a last resort to protect employees from known hazards.
 - e) **Hazard Control Programs** includes written policies and procedures that can be used to train employees on work-related hazards and what they must do to prevent injury.
21. **Process Safety Management** is usually found in manufacturing operations that involve hazardous chemicals or materials.
22. **Preventive Maintenance** is an effective tool in controlling accidents resulting from faulty equipment.
23. **Hazard Correction Tracking** will help ensure known hazards are eliminated.
24. **Occupational Healthcare Program** is mandatory for workplaces that have health exposures such as toxins, airborne particulates, and high noise areas.
25. **Disciplinary System** must be in place and *used*.
26. **Emergency Procedures** must be posted as required. Employees must be trained on emergency procedures for their work areas.

4. Safety and Health Training (button on web site)

Sub-elements (to be shown under element #4)

27. A program description must clearly identify the intent and scope of the training.
28. Supervisors must receive a minimum of 4 hours safety and health training.
29. Employees must receive safety and health training related to the exposures in their work areas.
30. Employees must be trained on how to respond to emergencies in the work-place.
31. Employees required to use personal protective equipment (PPE) must be trained on how to properly use, care, and store PPE.
32. Managers must be trained on and understand the hazards associated with the work-place.