



Department of Defense

# Voluntary Protection Programs Center of Excellence



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

## Voluntary Protection (VPP) Orientation

# Objectives



After this training you will be able to:

- State the background and relevance of VPP to DoD
- Describe VPP Star and Merit Programs
- Discuss VPP benefits and current statistics
- Define the four elements of an effective Safety and Health Management System.
- Recognize relationships between VPP and current DoD / Marine Corps Safety and Health Policy



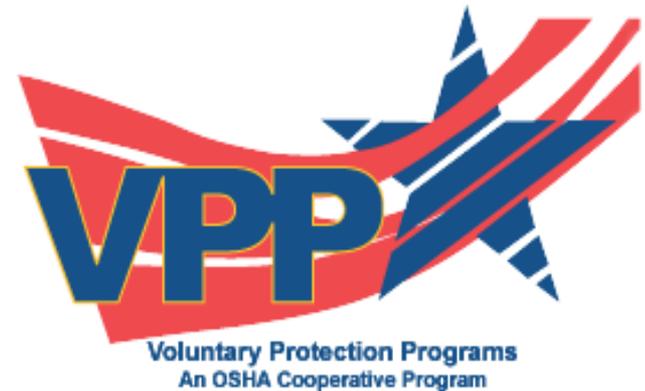
# Could you find these in your Organization?



# VPP Background



- In 1982, the Occupational Safety and Health Administration (OSHA) developed VPP to recognize and promote effective worksite-based safety and health management systems.



# Why VPP in DoD?



- Preventable injuries and illnesses cost the DoD an estimated \$10 to \$21 billion annually, according to the National Safety Council.
- “Our goal is zero preventable accidents, and I remain fully committed to achieving the 75% accident reduction target in 2008 “- *Secretary of Defense 2007*



# Safety and Health Management Systems



- The Requirement to Implement a Safety and Health Management System is Not New
  - DoDI 4715.1 – “It is DoD policy to use ESOH management systems in mission planning and execution across all military operations and activities.”
  - MCO 5100.29 - “Commanders at all levels are responsible for ensuring that the Marine Corps Total Force is maintained at the highest level of readiness possible by incorporating operational risk management (ORM) in all operations.”





# Star and Merit Recognition Programs

- VPP compares YOUR Safety and Health management system to key elements found in the BEST S+H management systems.
- Program Levels:
  - Star – Highest level of recognition
    - All VPP Elements/Sub-elements in Place
    - Injury and illness rates below the national average.
  - Merit – Working toward Star
    - Some Elements/Sub-elements may not be in place
    - Rates may be above national average
    - Sets time limit for achieving Star.



Star Worksite Flag



# VPP DoD Recognition



# Current Marine Corps VPP Participants



Marine Corps Base Quantico	Marine Corps Base Camp LeJeune	Marine Corps Base Hawaii	Marine Corps Air Station Beaufort
Marine Corps Air Facility Quantico	Marine Corps LOGCOM HQ Albany	Marine Corps Logistics Base Albany	Marine Corps Fleet Support Division Barstow
Marine Corps Maintenance Center Albany	Marine Corps Maintenance Center Barstow	Marine Corps Logistics Base Barstow – STAR SITE	



# VPP Benefits



- Improved safety and health for workers
  - Average injury/illness rates of VPP Star sites are 52% below those of their industry peers.
- Cost savings
  - Lost time and property
  - Disruption and lost productivity
  - Medical treatment
  - Workers compensation.
- Improved morale and productivity.





# Keys to VPP Success

- Involve workers in finding hazards and making decisions:
  - They know where the hazards are
  - They know what works for them, and what doesn't.
- Union support
- Empower everyone to see, report, act
- Pursue systematic continuous improvement.



# Keys to VPP Success



- Look at Safety and Health in a different way
  - It's not a program, it's a core value
  - It's not just meeting requirements - it's eliminating hazards
  - "We don't do it until we can do it safely."
- Managers are committed to worker safety.



# VPP Process



- VPP is a process, a culture, not and inspection
- There are 4 main elements
  - Management Leadership and Employee Involvement
  - Worksite Analysis
  - Hazard Prevention and Control
  - Safety and Health Training



# Stakeholder Involvement



VPP Element	Stakeholders
Management Leadership / Employee Involvement	<ul style="list-style-type: none"><li>- Service and MACOM Leadership</li><li>- Senior Installation Leadership</li><li>- Union Leadership</li><li>- Personnel Directors</li><li>- Contracting Office</li></ul>
Worksite Analysis	<ul style="list-style-type: none"><li>- Safety and Occupational Health Professionals</li><li>- Industrial Hygienist or Bio-Environmental Personnel</li></ul>
Hazard Prevention and Control	<ul style="list-style-type: none"><li>- Emergency Management Coordinator</li><li>- Fire Chief</li><li>- Preventive Maintenance Process Owner</li><li>- Information Technology assets</li></ul>
Training	<ul style="list-style-type: none"><li>- Supervisors and Training Departments</li></ul>





# Management Leadership and Employee Involvement



# Management Leadership



- Clearly established policies that have been communicated to and understood by all employees
  - DoD 6055.1 - “DoD Components shall establish programs that implement the requirements and procedures of this Instruction.”
  - MCO 5100.8 – “Commanders shall publish local implementing guidance and appropriate supplemental policies. Such guidance and policy must be consistent with this Order, but commanders may adopt more detailed rules to meet their needs.”



# Management Leadership



- Established goals and objectives for meeting the goals.
  - DoDI 6055.1 - “Each DoD Component and subordinate levels of command shall establish annual SOH goals and objectives.”
  - MCO 5100.29 – “Commands shall augment the Commanding General’s Inspection Program to assess the effectiveness of the command's overall SOH Program, and develop plans of action for improving performance in areas identified as needing improvement.”





# 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 safety in performance standards/appraisals
- NAVMC Dir 5100.8 – “Ensure senior/middle management and first line supervision support the Marine Corps OSH Program by setting the example, clearly defining and assigning individual OSH responsibilities, conducting or participating in work center (safety) inspections; encouraging a free flow of ideas from personnel on methods of improving safety.”





# Management Leadership

- Managers must provide visible leadership by:
  - Being accountable, and holding people accountable
    - DoDI 6055.1 - “All military and civilian employees shall be appropriately evaluated on their SOH duties and responsibilities.”
    - DoDI 6055.1 - “Each management level shall advocate a strong SOH program; provide their personnel safe and healthful working conditions; and provide education and training that will enable them to prevent accidents, injuries, and occupational illnesses. Performance evaluations of those responsible shall reflect personal accountability in this respect.”
    - NAVMC Dir 5100.8 – “Ensure senior management, middle management, and first line supervision support the Marine Corps OSH Program by ensuring the performance evaluation of managers and supervisors, consistent with their assigned responsibilities and authority, reflects how well they meet the requirements of this Manual.”



# Employee Involvement



- The site culture must enable and encourage effective employee involvement in at least three meaningful ways, in addition to their basic right to report hazards. This may include S+H involvement through activities such as:
  - Serving on S+H committees (site/departmental/shop)
  - Serving on S+H problem solving teams
  - Serving on worksite self inspection teams
  - Giving or receiving S+H training
  - Development/review of job hazard analyses
  - Assisting with mishap/near-miss investigations
  - Assisting with evaluations of proposed PPE
  - Suggesting S+H process improvements
  - Etc., etc., etc,

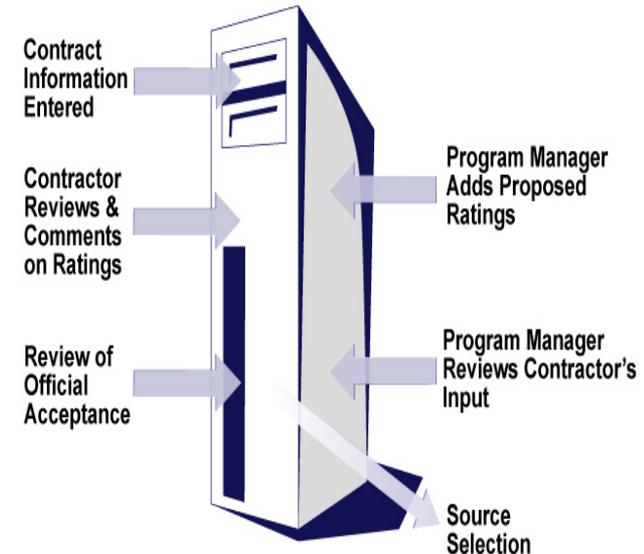




# Contract Workers



- Provisions to consider safety during contractor selection, and monitor contractor adherence to site safety and health rules follow worksite safety and other procedures.
- Must include provisions for removing contractor employees from site for violations.
- NAVMC Dir 5100.8 – “Many hazards can be avoided by incorporating appropriate specifications for purchased equipment/material and contracted efforts. Marine Corps organizations responsible for developing specifications shall coordinate with the ISM and industrial hygienist to ensure OSH Program requirements are considered.”





# Worksite Analysis



# Work Site Analysis



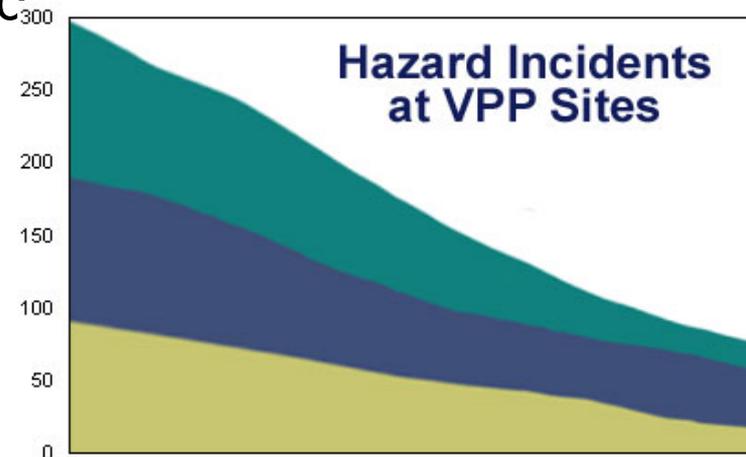
- Worksite analysis includes the following systems and methods:
  - Baseline Safety/Health Hazard Analyses
  - Hazard Analysis
  - Pre-use Analysis
  - Documenting and Use of Hazard Analyses
  - Routine Inspections
  - Employee Hazard Reporting System
  - Industrial Hygiene
  - Accident/Mishap Investigations
  - Trend Analysis.





# Baseline Safety/Health Hazard Analysis

- The baseline analysis should:
  - Establish initial levels of exposure for comparison to future levels
  - Document existing safety/health hazards and how they are currently controlled
  - Identify hazards for further study
  - Cover entire work site.



# Hazard Analysis



- The site must perform analysis of safety and health hazards associated with routine jobs and processes. Acceptable techniques include:
  - Job Safety Analysis (JSA)
  - Job Hazard Analysis (JHA)
  - Process Hazard Analysis (PrHA)
  - Or other equally effective method
- MCO 5100.8 – “Concept of Oper  
Inspect and evaluate all work centers and facilities to identify hazards and ensure the lowest degree of risk during their operation. Assess the hazards and risks present and implement control measures.”







# Pre-Use Analysis



- In the design/procurement phase of any new development, the safety and health impact to employees should be analyzed before use.
- Potential hazards should be identified so they can be prevented. Keep this in mind when developing new facilities, processes, chemicals, equipment and operations
- NAVMC Dir 5100.8 – “Work center inspections shall include a review of the SOPs and other directives that govern the operations to assure that guidance materials are present, current and available, and new processes or equipment are identified to the ISO so a job hazard analysis can be conducted.”







# Routine Self-Inspections

- The site must have a system for conducting routine self inspections. The system must include:
  - Written procedures/guidance
  - Appropriate training of personnel who conduct inspections
  - Documentations of findings and tracking of hazard elimination or control to completion.
  - Monthly inspections, with the entire site covered at least quarterly
- This is one of the most significant opportunities for meaningful employee involvement.
- NAVMC Dir 5100.8 – “Work center inspections are conducted quarterly, at a minimum, by the assigned work center safety representative or the supervisor to determine that safety is inherent within the processes and within the facility.”





# Employee Hazard Reporting System

- The site must have a system that employees can use to notify management of conditions that appear hazardous. The notification system:
  - Must be in writing, and may be anonymous
  - Must not result in employee reprisal
  - Must provide timely and appropriate responses
  - Must track the hazard till elimination/controlled
- MCO 5100.29 – “Establish and train procedures for all personnel on the procedures for reporting unsafe or unhealthful working conditions (NAVMC 11401) and the ANYMOUSE forms.”



# Industrial Hygiene Program



- The Industrial Hygiene (IH) program must address:
  - When IH surveys beyond the baseline analysis are required
  - Sampling protocols and methods
  - Comparison of results to OSHA Permissible Exposure Limit (PEL), Threshold Value Limit (TLV), or self-imposed standards
  - Communication of results to employees and management
  - Use of results to determine selection of controls and to determine if controls are adequate.
- OPNAVINST 5100.23 – “Navy industrial hygiene personnel anticipate, recognize, evaluate, and make recommendations to control unacceptable workplace exposures. The BUMED IH will assess exposures using all the information available.”



# Accident/Mishap Investigations



- The site must investigate all accidents/mishaps & near misses.
- The investigation must:
  - Be conducted by trained personnel
  - Identify all root causes and contributing factors
  - Identify failures of the safety and health management system and recommend improvements
- MCO P5102.1 – “Commanders shall direct the investigation of all mishaps, regardless of severity. Near-mishaps should be investigated and reported via a Hazard Report (HAZREP).”



# Trend Analysis



- Used to determine trends to:
  - Direct resources
  - Prioritize hazard control efforts
  - Modify goals, objectives and training.
- Must include information from:
  - Injury/illness history
  - Hazards identified during inspections
  - Employee reports of hazards
  - Mishap and near miss investigations
  - Other means, etc.
- Must share results with management and employees.
- NAVMC Dir 5100.8 – “Unit safety personnel shall assure the following are accomplished . . . keeping the unit commander informed of the command safety climate and of any potential unsafe trends or tendencies.”





# Hazard Prevention and Control



# Hazard Controls



- The site must have adequate access to certified safety professionals (CSP), certified industrial hygienists (CIH), etc.
- Site hazards identified during the hazard analysis process must be eliminated or controlled by developing and implementing the systems discussed in this section.
- The hazard controls must be understood and followed by affected parties, and appropriate to the hazard and size of the worksite.





# Hazard Elimination or Controls

- The following hierarchy should be used in selecting actions to eliminate or control hazards:



- NAVMC Dir 5100.8 – Chapter 10, “Prevention and Control of Work Center Hazards”



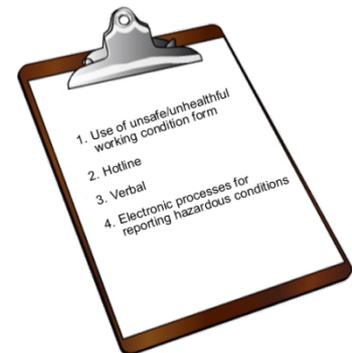
# Preventive Maintenance System



- A PM system is necessary for equipment/systems that would, upon failure, cause a hazard or fail to protect personnel as intended.
- The system must be in writing, and document the monitoring/maintenance of equipment such as:

Ventilation Systems  
Noise Mufflers  
Emergency Shutoffs  
Alarm Systems  
Emergency Lighting  
Fire Extinguishers

Material Handling Equip.  
Weight Handling Equip.  
Vehicles  
Machine Guards  
Breathing Air Systems  
Pressure Vessels





# Process Safety Management



**For sites meeting the threshold requirements for coverage outlined in 29 CFR 1910.119, appendix A.**



# Hazard Correction Tracking



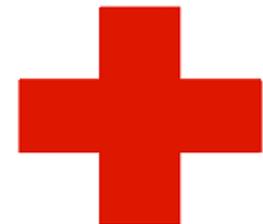
- The site must have a system for initiating and tracking hazard elimination or controls, identified through the various safety and health programs, in a timely manner.
- DODI 6055.1 - “Component programs will ensure prompt abatement of hazards (and) shall follow a risk-based process to mitigate hazardous conditions.”
- NAVMC Dir 5100.8 – “Safety managers shall establish a hazard abatement log for follow-up of required corrective action to ensure timely and effective controls are implemented.”





# Occupational Health Care Program

- Program must include:
  - Use of licensed health care professionals to assess employee health status for prevention of and early recognition and treatment of injury and illness
  - Pre-employment physicals, routine periodic monitoring, i.e., audiograms, lung function tests
  - Access to certified first aid and CPR providers, physician care, and emergency medical care for all shifts within a reasonable time and distance.
- OPNAVINST 5100.23 - BUMED shall provide support in all aspects of occupational health, which include occupational medicine (medical treatment and surveillance), industrial hygiene and environmental health, including field support.



# Disciplinary System



- Must be in written, clearly communicated, and equitably enforced.
- Include procedures for disciplinary action or reorientation of managers, supervisors, and non-supervisory employees who break or disregard safety and health rules, safety work practices, proper material handling, or emergency procedures.
- NAVMC Dir 5100.8 - "Commanders shall ensure all affected personnel understand and comply with criteria contained in OSH standards and are enforced by supervision. In cases of noncompliance, management shall consider disciplinary action against the offender and supervisor under Office of Personnel Management Civilian Personnel Instruction (752)."



# Emergency Procedures



- Emergency procedures must be developed for all shifts
- Must be written and communicated to all
- List requirements for PPE, first aid, medical care, emergency egress
- Include provisions for emergency telephone numbers, exit routes
- Include training drills; an annual evacuation drill is a minimum requirement
- Must be critiqued and include recommendations for improvement
- DODI 6055.06 - "It is DoD policy to establish and maintain a comprehensive Fire and Emergency Services Program as an element of the overall DoD Environmental, Safety, and Occupational Health Program."





# Safety and Health Training



# Safety and Health Training



- Training of managers, supervisors, and non-supervisory employees including contractors must include :
  - Hazards in the workplace
  - Recognizing hazardous conditions
  - Signs and symptoms of workplace-related illnesses
  - Site specific emergency response procedures
- NAVMC Dir 5100.8 – “All command personnel shall receive safety training appropriate to their level of responsibility and authority.”



# Safety and Health Training



- Provide training as needed to carry out assigned duties
- Specific training is required for employees who perform:
  - Job hazard analyses
  - Self-Inspections
  - Safety observer duties
  - Accident/mishap investigations
  - Specialized committee duties
  - Etc.
- MCO 5100.29 – “Ensure that the SOH official at major subordinate commands has sufficient authority and responsibility to plan for and ensure funds are available for the training required to ensure implementation of an effective SOH program.”



# Safety and Health Training



- Minimum Requirements for new employee training:
  - Hazards at the site
  - Protective measures
  - Emergency evacuation
  - Employee rights under OSHA
  - VPP fundamentals



## You Have a Right to a Safe and Healthful Workplace. **IT'S THE LAW!**

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with OSHA within 30 days of discrimination by your employer for making safety and health complaints or exercising your rights under the OSH Act.
- You have a right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.



The Department of Labor and Health Administration, in the U.S. Department of Labor, has the primary responsibility for administering the OSH Act. This option does not have any effect on the jurisdiction of OSHA. For a complete report on emergency at work OSHA address assistance, or products, call 1-800-321-OSHA or your nearest OSHA office. Address: 1400 2nd Street, Boston, MA 02111-1000. Chicago: 1111 S. Dearborn Street, Chicago, IL 60605. Denver: 1600 Broadway, Denver, CO 80202. Dallas: 1515 Ross Street, Dallas, TX 75201. El Paso: 1001 E. El Paso Street, El Paso, TX 79901. Honolulu: 1001 Kalia Avenue, Honolulu, HI 96813. Kansas City: 1001 E. 10th Street, Kansas City, MO 64106. Los Angeles: 1001 E. 10th Street, Los Angeles, CA 90015. Miami: 1001 E. 10th Street, Miami, FL 33132. Milwaukee: 1001 E. 10th Street, Milwaukee, WI 53212. Minneapolis: 1001 E. 10th Street, Minneapolis, MN 55401. New York: 1001 E. 10th Street, New York, NY 10001. Philadelphia: 1001 E. 10th Street, Philadelphia, PA 19107. Phoenix: 1001 E. 10th Street, Phoenix, AZ 85001. Portland: 1001 E. 10th Street, Portland, OR 97201. San Francisco: 1001 E. 10th Street, San Francisco, CA 94102. Seattle: 1001 E. 10th Street, Seattle, WA 98101. St. Louis: 1001 E. 10th Street, St. Louis, MO 63101. Tampa: 1001 E. 10th Street, Tampa, FL 33601. Washington, DC: 1001 E. 10th Street, Washington, DC 20001. Wichita: 1001 E. 10th Street, Wichita, KS 67201. Your employer must post this notice in your workplace.

1-800-321-OSHA  
[www.osha.gov](http://www.osha.gov)



# Safety and Health Training



- NAVMC Dir 5100.8 – “Marine Corps personnel will be given job safety training before their assigned work begins. As a minimum, the training will consist of: general safety matters related to the work environment; hazards associated with assigned tasks; applicable safety and health standards; PPE required for each task; an overview of the local safety and health program with emphasis on individual rights and responsibilities; prompt reporting of unsafe conditions, potential exposure to hazardous materials, or occupational injury or illness”





# eVPP Tool Actions

- This training can be used as part of your site's documentation of action taken to address the following VPP actions:
  - Management Leadership
  - Employee Involvement
    - S&H Awareness
    - Meaningful Involvement
    - Contractors
  - Worksite Analysis
  - Hazard Prevention and Control
  - Safety & Health Training
    - General Training
    - Manager Training
    - Safety and Health Staff Training
    - Contractors Training





# Knowledge Check



1. DoD's primary reason for supporting VPP implementation at DoD sites is:
  - a. The need to improve OSHA compliance at DoD sites
  - b. DoD's desire to partner with OSHA and Unions
  - c. VPP's proven track record in reducing injury/illness rates
  - d. DoD's desire to improve management systems in all areas
  
2. The National Safety Council has estimated that the total annual cost to DoD of preventable injuries and illnesses ranges from:
  - a. \$10 - \$21 billion
  - b. \$1 - \$2 billion
  - c. \$800 - \$900 million
  - d. \$1 - \$2 trillion



# Knowledge Check



3. Achieving VPP Merit level is a very significant achievement, and some sites may choose to remain at that level indefinitely.
  - a. True
  - b. False
4. Which of the following is not one of the four major elements of VPP?
  - a. Hazard Prevention and Control
  - b. Compliance With OSHA Standards
  - c. Safety and Health Training
  - d. Worksite Analysis
5. VPP specifically requires trend analysis of data from “near miss” investigations.
  - a. True
  - b. False



# Knowledge Check



6. As discussed in this training, an especially critical component of Management Leadership and Employee Involvement is:
  - a. A committee approach to decision making
  - b. Employee access to top management for S+H issues
  - c. Documenting S+H duties in job descriptions
  - d. Accountability for Safety and Health performance
7. The DoD instruction that establishes policy concerning the use of management systems for planning and execution of Environmental, Safety, and Occupational Health matters is:
  - a. DoD Instruction 6055.1
  - b. DoD Instruction 4715.1
  - c. DoD Instruction 6055.04
  - d. DoD Instruction 4045.26

