



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*

Mentorship

Objectives



After this training you will be able to:

- Explain mentorship purpose
- Define the roles and responsibilities of a mentor
- List areas mentors do not participate in
- Explain the mentor selection process



VPP Mentoring Defined



The Mentoring program, formalized in 1994, matches a potential VPP site with a current VPP site. The mentor site helps the candidate improve its safety and health management system and assists managers and employees in preparing for participation in the VPP.



Mentorship



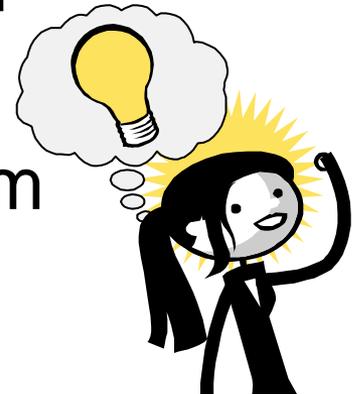
"The most valuable aspect is visiting the Mentor's site and actually observing a "safety culture" in action. That exposure provided us with the insight we needed to visualize how a good system works."



Mentorship Purpose



- Provide a bridge between an organization that has achieved VPP excellence and one that is in process of pursuing the same
- VPP Star sites are required to mentor other organizations and look for opportunities to provide like support
- Mentors provide new sites an “Ah Ha!” moment and allow them to see VPP Star site in action



Roles and Responsibilities of the Mentor



- Mentors advise in the areas of:
 - VPP program implementation – Translate broad requirements of the action plan into specific actions
 - VPP Best Practices – Specific VPP processes and/or programs proven successful at the mentor's site or in Regional Occupational Safety and Health Administration (OSHA)
 - VPP Experiences – Aspects of VPP that can be roadblocks or cause difficulty to the site



Mentor Limits



- Mentors DO NOT:
 - Speak for the command or Service regarding policy or execution
 - Perform the work of the site VPP Coordinator in executing VPP elements
 - Lead the site VPP program
 - Directly interact with site personnel without site VPP coordination
 - Expect reimbursement for their services



What a Mentor does



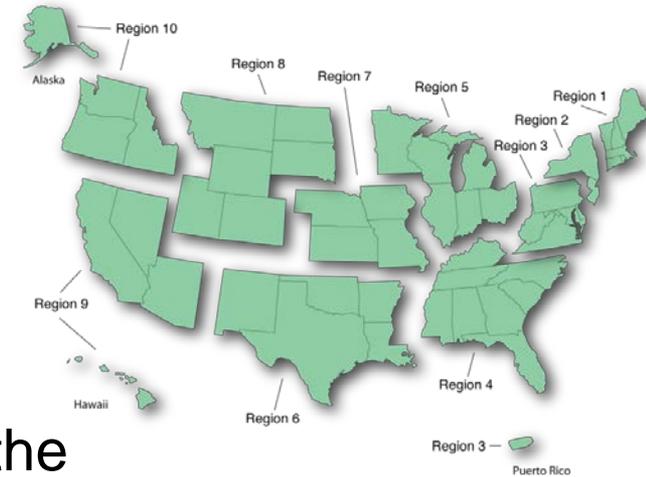
- Uses effective communications
- Understands VPP benefits
- Understands employee involvement
- Understands management commitment
- Understands Union involvement, importance
- Shares successes with others



Attributes to Consider



- When choosing a mentor consider:
 - Similar NAICS/industry size and type
 - Similar OSHA region
 - Location, Location, Location
 - Union Presence
 - Contractor Operations
 - Leadership support
 - Level of enthusiasm for both the tenants of VPP and support of the site's VPP efforts
 - Extensive knowledge/experience with VPP



Selecting a Mentor



- Looking to Federal sources first
- Recommended:
 - VPPPA; complete mentor worksheet
 - Accomplish PRIOR to VPP Assessment
 - VPPPA will provide mentor contact information
- Contact legal office PRIOR to contact with mentor
- Contact mentor to discuss:
 - Mentor's willingness/availability and site expectations
 - Unique security/access issues
 - Specific technical issues/capabilities that may affect the mentor



Some Possible DoD Mentors



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	



Navy VPP Star Sites



- Naval Shipyard Norfolk
- Naval Shipyard Portsmouth
- Naval Shipyard Puget Sound
- Naval Shipyard Pearl Harbor
- Naval Air Station Key West
- Naval Air Station Jacksonville
- Naval Station Mayport
- Naval Station Everett
- Southeast Regional Maint. Center Mayport
- Naval Weapons Station Charleston
- Naval Health Clinic Corpus Christi
- Submarine Base Kings Bay
- Intermediate Maintenance Facility Puget Sound



Current Navy VPP Participants



Naval Air Station Oceana	Joint Expeditionary Base Little Creek	Naval Submarine Support Facility New London	Naval Expeditionary Medical Support Command	Naval Undersea Warfare Center Newport
Naval Undersea Warfare Center Keyport	Naval Surface Warfare Center Indian Head	Naval Surface Warfare Center Carderock	Naval Surface Warfare Center Dahlgren	Naval Surface Warfare Center Crane
Explosive Ordnance Technology Division Stump Neck	Combat Direction Systems Activity Dam Neck	Naval Station Joint Reserve Base Fort Worth	Naval Support Activity Panama City	Naval Computer and Telecomm. Station Cutler
NAVFAC Northwest	Naval Air Station Whidbey Island	Naval Air Station Corpus Christi	Naval Air Station Jacksonville	Naval Magazine Indian Island
Fleet Readiness Center East	Navy Region Northwest	Ship Repair Facility Yokosuka	Naval Hospital Yokosuka	Ship Repair Facility Sasebo



Selection Process



- Consider the need for a liability waiver (legal office)
- Background check or security clearance may be required
- Communicate early on:
 - Expectations
 - Level of involvement
 - Any need for a memorandum of understanding (may not be required)
- Site is not limited to single mentor



Experiencing Mentoring First Hand...



At Star sites, VPP champions offer tours of their work sites and employees lead discussions on implementing VPP in their work area... Mentoring is one of the tenets of VPP, any site granted Star can be called on to be a mentor.



Industry Success Stories



- Similar technology
- Consider an industry mentor



Image courtesy of www.eielson.af.mil



Summary



In this training you learned about:

- Mentorship purpose
- Roles and responsibilities of a mentor
- Areas mentors do not participate in
- The mentor selection process



Knowledge Check



1. Which of the following is the fundamental purpose of VPP mentoring?
 - a. To allow VPP Star Sites to meet OSHA requirements for VPP participation
 - b. To help potential VPP sites improve their S+H management systems
 - c. To facilitate OSHA involvement in the development of potential VPP sites
 - d. To promote the expansion of VPP to more sites



Knowledge Check



2. Which of the following is not a proper function of a VPP Mentor?
- a. Providing advice concerning VPP implementation action plans
 - b. Attending meetings of site VPP working groups
 - c. Leading site employees assigned to complete VPP implementing actions
 - d. Providing information on safety / VPP “best practices”



Knowledge Check



3. Which of the following factors should be considered when selecting a VPP mentor:
- (a) NAICS code;
 - (b) how much will be charged for the assistance provided;
 - (c) familiarity with government policies/processes;
 - (d) OSHA region?
- a. (a) and (b)
 - b. All of them
 - c. (a), (b), and (c)
 - d. (a), (c), and (d)

