



# Voluntary Protection Plan

## Self-Evaluation of a Company's Readiness



### Introduction

This VPP Self-Evaluation Guide has been designed to help your company evaluate its current level of excellence in safety and health. It will also help you determine what actions are needed to ensure continued qualification for Star status. In the guide, each of six major VPP evaluation categories is addressed.

### Instructions

Each evaluation section is subdivided into three excellence levels.

- Level One: Meets compliance
- Level Two: Moving to Excellence
- Level Three: World-Class Safety

Each excellence level contains a number of requirements and goals to meet. Each requirement or goal should be evaluated as follows:

- Rating of 1 = Not in place
- Rating of 3 = In place, but needs improvement
- Rating of 5 = In place and effective

If your company meets all requirements and goals (5 rating) in a particular excellence level, then move on to the next excellence level and evaluate each requirement or goal in that level.

The higher the ratings, the more assured you may be that the requirements for Star status are being met.



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SECTION 1: RECORDKEEPING			
Excellence Rating			Level One: Meets Compliance
1	3	5	
			Accurate safety committee meeting minutes and records are kept.
			Employee Exposure and Medical records are preserved and maintained with employee access.
			The annual OSHA Form 300 summary of occupational injuries and illnesses is posted.
			Completed confined space work permits are maintained.
			Hot work permits are maintained.
			Safety training records are maintained.
			Disciplinary action records are maintained.
			Level 2: Moving to Excellence
			Achievable goals and strategies to reduce total recordable and lost workday injuries are in place.
			Records are used to determine accident trends.
			Near misses are tracked.
			Level 3: World-Class Safety
			Three-year average rates for total recordable and lost workday injuries are at or below national average for industry.
			A comprehensive plan that includes records analysis is in place to reduce all incidents/accidents.



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SECTION 2: MANAGEMENT AND LEADERSHIP			
Excellence Rating			Level One: Meets Compliance
1	3	5	
			Supervisors are able to detect and correct safety and health hazards in their work areas.
			Some evidence exists that management is committed to safety and health.
			A written accountability policy is in place.
			Management is providing adequate resources in terms of time and funding to effectively manage the safety and health program components.
			Safety committee members receive sufficient time each month to attend meetings, training, and conduct other safety responsibilities.
			Level 2: Moving to Excellence
			Commitment
			Management demonstrates strong commitment to safety and health terms of time, money and expressions of concern for employee welfare.
			Managers and employees assigned safety responsibilities are given the necessary resources, including staff, equipment, and authority to carry out those responsibilities.
			Established safety policies and objectives are written and effectively communicated to all employees.
			Established policies and objectives are written and effectively communicated to contract employees.
			Managers and employees are able to describe his/her safety responsibilities.
			A safety director is appointed to assist all levels of the line organization in developing an effective safety culture.
			Leadership
			Managers in general understand and demonstrate safety leadership through personal example.
			Supervisors are very knowledgeable about safety and health topics, and are directly involved in safety training.
			Supervisors ensure regular safety meetings are conducted.



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			A majority of personnel can explain and supports the safety and health policy
			The majority of personnel can give examples of management's active commitment to safety and health.
			<b>Accountability</b>
			Line accountability is clearly established, understood and implemented. Managers, supervisors and employees are held accountable for meeting their responsibilities.
			Accountability follows control. Managers and employees are being held accountable only for those responsibilities over which they have given the resources or ability to fulfill.
			Performance standards, methods of measurement, and the procedures for administering consequences are effectively communicated to all employees using a variety of formats including: (1) Training materials, (2) performance appraisals, (3) safety policies and directives, (4) safety rules.
			Consequences for meeting or exceeding standards for safety behaviors include formal and informal methods of recognition, and when appropriate, rewards.
			Consequences for failing to meet standards for safety behaviors are administered fairly and consistently throughout the organization. Give examples:
			Supervisor and employee safety behaviors are measured and documented through: (1) regular workplace inspections, (2) job hazard analysis, (3) training, (4) observation, etc.
			Employees receive recognition for their voluntary involvement in safety programs and groups. Give examples:



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Excellence Rating			Level 3: World-Class Safety
1	3	5	
			<b>Commitment</b>
			<p>Management is demonstrating a very strong commitment to safety and health in terms of time, money and expressions of concern for employee welfare.</p> <p>Give examples demonstrated commitment:</p>
			<p>Safety is communicated as a core organizational value (1) formally through the mission statement, policies, training, etc.</p> <p><b>Comment:</b> Safety values do not change with varying working conditions. A statement expressing safety as a value might read, "<u>Safe production or no production.</u>"</p> <p>Safety, when thought of as a priority, may change rather quickly when work conditions change.</p>
			Strong safety values are communicated informally through the day-to-day decisions and actions of managers, supervisors and employees.
			Safety and health is fully integrated with operational strategic and tactical planning. Comment: In a world-class safety culture, safety is silent. It is so fully integrated into daily operations; you do not perceive any separate safety effort apart from production.
			Safety and health is an important part of the planning process for change in equipment, materials, and processes, in construction, phases.
			Safety and health teams are continuously involved in evaluating and improving specific safety and health management systems
			Regular informal and formal safety and health reviews result in timely correction of hazardous conditions, unsafe work practices, and improvement of their related safety system inadequacies
			Supervisors and managers provide significant resources for funding safety incentives, recognition and rewards
			<b>Leadership</b>
			<p>All managers understand and demonstrate effective safety leadership through personal example.</p> <p>Give examples of personal leadership behaviors:</p>



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			Supervisors personally conduct regular safety meetings which include effective training.
			Clear lines of top-down and bottom-up communication are established and employees understand and use them: Describe methods of communication:
			Management has created an environment that encourages easy employee access to top management.
			Management provides high quality safety and health protection equally to all workers at the site.
			Managers and supervisors demonstrate the highest standards for safety performance through verbal/written communication and personal example/action. (By what they say and do.)
			All employees can give examples of management's active commitment to safety and health. Give examples:
			<b>Accountability</b>
			Managers fully understand the importance of, and are personally committed to an effective accountability system that includes: (1) established written policies, procedures and performance standards, (2) methods to measure performance, and (3) appropriate consequences.
			Management safety accountability measures emphasize daily activities and include performance in (1) providing safe physical and psychological work environments, (2) effective safety training, (3) overseeing operations, and (4) managing accountability.
			Employee personal safety behaviors, which include: (1) complying with safety rules, (2) reporting injuries immediately, (3) reporting hazards, (4) making safety suggestions, and (5) involvement in safety committees, etc., are fairly and consistently measured using effective methods.
			Consequences for failing to meet safety behavior expectations are fairly and consistently applied through some form of disciplinary process to educate and increase the employee's commitment and ability to choose correct



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			personal decisions - not to punish. Describe consequences:
			Contract workers are covered by the same or equally effective safety and health programs. Describe program:



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Excellence Rating			SECTION 3: EMPLOYEE INVOLVEMENT
1	3	5	
			<b>Level One: Meets Compliance</b>
			A safety committee is in place and conducts regular meetings to identify and correct hazardous conditions and unsafe work practices in the workplace.
			Safety committees are made up of an equal number of management and employee representatives (or with concurrence more employee representatives).
			Employee representatives volunteer or are elected by peers.
			The safety committee chairperson is elected by committee members.
			The safety committee conducts regular monthly meetings, works from a written agenda, maintains written minutes, and follows written ground rules.
			Reasonable time limits are established for the employer to respond in writing to safety committee recommendations.
			The safety committee assists the employer in evaluating the employer's accident and illness prevention program.
			The safety committee assists in establishing procedures for workplace inspections.
			The safety committee inspection team consists of at least one employee representative and one management representative.
			The safety committee has established procedures for reviewing inspection reports and making recommendations for improvement.
			The safety committee evaluates and makes recommendations for improving the supervisor and employee accountability system.
			The safety committee evaluates and makes recommendations for improving accident investigation procedures.
			Safety committee members are trained in (1) safety committee operations, duties, and responsibilities, (2) hazard identification and control principles, and (3) accident investigation procedures.
			Employees make safety suggestions regularly.
			Employees are aware they must report workplace hazards.





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			<b>Level 2: Moving to Excellence</b>
			Written safety performance standards are in place and effectively communicated. Performance standards are stated in: (1) performance appraisals, (2) safety policies and directives, (3) safety rules, (4) training objectives.
			Employees are very comfortable with reporting <u>hazards</u> to their immediate supervisors.
			The safety committee is involved in identifying and correcting safety management system inadequacies, as well as hazardous conditions and unsafe work practices.
			The safety committee has easy access to all relevant safety and health information.
			Safety committee is a driver in evaluating companies safety and health program, and actively recommends changes.
			Subcommittees are created to address specific issues such as workplace violence, and ergonomics
			<b>Level 3: World-Class Safety</b>
			Employees are actively involved in at least two different ways in the safety and health program in a manner that has a demonstrable impact on decision-making. Example of acceptable means include: <ul style="list-style-type: none"> <li>• Safety observers</li> <li>• Membership on safety and health problem-solving teams</li> <li>• Training/coaching other employees</li> <li>• Analysis of job/process hazard</li> </ul>
			Employees are very comfortable with reporting injuries, no matter how minor, to their immediate supervisors.
			The safety committee is staffed beyond minimum requirements with committed volunteers who are properly trained and effectively carrying out their responsibilities.
			Safety committee members are trained in a variety of leadership and management subjects, beyond minimum requirements.
			The safety committee is considered a valuable safety and health management tool and a profit center in the organization.
			Contractors receive training and are expected to monitor site conditions to ensure safe and healthful workplace.
			Evaluation and selection of contractors includes safety and health performance.



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			Safety and health teams are continuously involved in evaluating and improving specific safety and health management systems
			Employees know that any hazard reported will be dealt with, and responded too quickly.



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Excellence Rating			SECTION 4: WORKSITE ANALYSIS
1	3	5	
			<b>Level One: Meets Compliance</b>
			A baseline industrial hygiene survey with written report or system of process review is in place.
			Effective industrial hygiene monitoring, sampling, and laboratory analysis is planned and conducted as necessary.
			Industrial hygiene monitoring, sampling, and laboratory analysis is conducted according to nationally recognized procedures.
			Regular safety inspections including written reports are conducted in such a manner that the entire workplace is inspected at least annually.
			On construction sites, the entire worksite is inspected at least weekly.
			When required, employees conduct a safety inspection of their workstation at the beginning of their work shift, or when any change in the work environment has occurred.
			When required, supervisors/managers conduct regular safety inspections of the work areas under their responsibility.
			Safety inspections are conducted by an assigned safety director who has received adequate training to detect hazardous conditions and unsafe work practices in the workplace.
			A hazard reporting system is in place.
			<b>Level 2: Moving to Excellence</b>
			A comprehensive industrial hygiene survey is conducted and reviewed annually.
			Effective industrial hygiene monitoring, sampling, and laboratory analysis is planned and conducted as necessary.
			Industrial hygiene monitoring, sampling, and laboratory analysis is conducted regularly according to nationally recognized procedures
			On construction sites, the entire worksite is inspected daily.
			Outside consultants are used to assist in evaluating and improving the safety of the workplace.



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			<b>Level 3: World-Class Safety</b>
			Formal policies and procedures are in place for employees, supervisors to conduct regular safety inspections in all departments.
			All hazardous tasks are evaluated using effective job hazard analysis procedures which include input from employees.
			An effective system for investigating near-miss/incidents is in place that: (1) identifies the hazardous conditions/unsafe work practices, (2) system root causes, (3) recommends corrective actions, and (4) verifies corrective actions.
			Describe systems used:
			Safety staff analyze reports and records to determine accident trends or patterns. Changes are recommended based on analysis findings.



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Excellence Rating			SECTION 5: HAZARD PREVENTION & CONTROL PROGRAMS
			<b>Level One: Meets Compliance</b>
			Written emergency action response plan procedures are in place and training, which includes practice drills, is accomplished.
			Written emergency response plan procedures are in place, trained, and practiced.
			An effective preventive maintenance program is in place to ensure equipment and machinery operates properly.
			An effective corrective maintenance program is in place that includes prioritizing safety related work orders.
			The accident investigation program includes a written plan and assigned and trained accident investigation teams in each department/work shift.
			An effective early-return-to-work program, including pre-approved light duty tasks, is in place.
			<b>Level 2: Moving to Excellence</b>
			Supervisors and managers have easy access to, and use third party experts, such as OSHA consultants and trainers, insurer representatives, and private consultants are used.
			Written safety policies, procedures, plans, and rules are well written and reviewed/updated regularly.
			<b>Level 3: World-Class Safety</b>
			Supervisors take personal responsibility, and are personally involved to ensure safety health hazards are corrected in a timely manner
			Supervisors and employees personally conduct regular near-miss/incident investigations to determine both surface and root causes, and take corrective action.
			An effective purchasing program is in place that includes safety as criteria for purchase.



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Excellence Rating			SECTION 6: SAFETY AND HEALTH TRAINING
1	3	5	
			<b>Level One: Meets Compliance</b>
			Employees receive safety and health training on their responsibilities and accountabilities as required by code.
			Supervisors have been educated on safety policies and rules, and trained on procedures to prevent hazard exposure.
			Employees are taught safe work practices as they learn new jobs.
			Supervisors and employees know what to do in emergencies.
			Emergency drills are run periodically, at least annually.
			Employees know when PPE is required, why it is required, how to use it, what its limitations are, and how to maintain it.
			All new employees receive a safety & health orientation.
			<b>Level 2: Moving to Excellence</b>
			All employees are educated and trained on their responsibilities and accountabilities to: <ul style="list-style-type: none"> <li>(1) comply with company safety policies and rules,</li> <li>(2) report injuries, and</li> <li>(3) report hazards.</li> </ul>
			All supervisors and managers receive comprehensive education and training on their responsibilities and accountabilities to provide <ul style="list-style-type: none"> <li>(1) a safe and healthful workplace,</li> <li>(2) safety training,</li> <li>(3) oversight, and</li> <li>(4) accountability</li> </ul>
			When asked, employees generally have a sound understanding of the hazards in the workplace and safe work procedures.
			Supervisors and managers are involved in safety training.
			New employees are assigned a mentor/coach (other than the supervisor) for a period of time depending upon the hazardousness of the operation
			<b>Level 3: World-Class Safety</b>
			Supervisors and managers receive train-the-trainer type training.
			Supervisors and managers are directly involved with most/all aspects of safety and health training.



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			Safety and health training is fully integrated with operational training.
			Supervisors and managers are considered very knowledgeable sources about the safety and health hazards and safe work procedures in their work areas.