

CAL/VPP EVALUATION Check list  
Revised 02/18/15

EMPLOYER: \_\_\_\_\_  
Contact: \_\_\_\_\_

Description of Site and Nature of Work:

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**Include:**

- ⇒ Age & Area of the building(s), Area of site, Nature of work & a brief description of Process, Recent major awards.
- ⇒ All employees' bargaining unit(s)
- ⇒ Number of shifts
- ⇒ Names of VPP Contact, H & S Manager, Plant and/or General Manager(s)
- ⇒ Identity of mentor and company, and time spent by the site in preparing application(new sites)
- ⇒ Total NUMBER of Employees at site & Employees interviewed by team
- ⇒ Max NUMBER of approved nested, and scheduled contractors (Companies) including temporaries.
- ⇒ NUMBER of nested and scheduled Contractor & temporary employees working at the site during the on-site review. NUMBER of nested and scheduled Contractor & temporary employees interviewed.
- ⇒ DOSH Compliance Resource Person & district office phone number, Compliance History last 3 years
- ⇒ If an existing Star site requested a reevaluation visit to be postponed, briefly describe the reason(s)

**Injury & Illness Rates for the three most recent completed years:**

**NAICS Code:** \_\_\_\_\_**XXXXXX**\_\_\_\_\_

RATES	RATES FOR EACH YEAR				BEST 3-YEAR AVERAGES	INDUSTRY AVERAGES
	2012	2013	2014			
TCIR						
DART						

**EMPLOYER**

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	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**1) MANAGEMENT**

**A) Is Authority and Responsibility for employee safety and health clearly defined and integrated into the company's management system? Is the system written? Does it address the following issues:**

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- ⇒ Management responsibilities
- ⇒ Accountability system for all management levels
- ⇒ Effectiveness of Communication system for necessary information through the site and organization
- ⇒ Adequate training & time to perform tasks
- ⇒ Identification of leading indicators
- ⇒ Measurable goals and objectives relative to the conditions at the site clearly stated & communicated
- ⇒ Top and middle management support and involvement
- ⇒ Employees' recognition program and disciplinary action policy for employees and managers
- ⇒ Worksite policies and programs are reviewed and updated

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**B) Has the company committed adequate resources to ensure workplace safety and health is addressed? How are the resources distributed? Are there committed funds (a budget) to address required safety and health necessities such as:**

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- ⇒ Staffing
- ⇒ Equipment (PPE, safety / I.H. monitoring, other)
- ⇒ Promotion & recognition based on leading indicators
- ⇒ Training and professional development for health and safety staff
- ⇒ Professional Expertise such that Certified Safety Professionals, Industrial Hygienists and Professional Engineers are identified and that the site has ready access to them as needed.
- ⇒ Budget
- ⇒ Systems and policies to manage organizational changes

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**EMPLOYER**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**MANAGEMENT cont.**

**C) Is top management involved in worker safety and health concerns at the site? Does this involvement meet the following criteria?:**

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- ⇒ Top management visible and accessible
- ⇒ Sets examples of safe and healthful behavior
- ⇒ Responds to employee concerns
- ⇒ Knowledgeable about site hazards
- ⇒ Reviews site safety performance & measures such as contractor activities, incidents, self inspections, and follow up on actions from previous audits
- ⇒ Supports safety & health staff and promotes employees involvement
- ⇒ Commitment statement that clearly states the employers intentions of meeting and maintaining the requirements of Cal/VPP and which supports all safety and health policies

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**2) CONTRACTOR PROGRAM**

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**Is there an active contract worker safety and health program that describes the following:**

- ⇒ Contractor selection criteria including: 1) DOSH compliance history and other information describing their past safety and health performance 2) Effective implementation and maintenance of an Injury and Illness Prevention Program 3) Injury and Illness Log 300 information that reflects rates below their primary SIC, and 4) Current ex-mod rates and efforts made by the applicant to help the contractor reduce their rates below 1.25.
- ⇒ Monitoring on-site contractor activities to verify compliance with Cal/OSHA T8 regulations and host site health and safety rules applicable to their activities. Auditor must review and ensure site retention of contractor monitoring records for a minimum of one year.
- ⇒ Formal communication of contractors corrective actions
- ⇒ Verification that contractor employees receive the required safety and health training specific to the tasks they will be performing, i.e., Lock-Out/Block Out, Confined Space Entry, Hazard Communication, Emergency Operations, PSM, etc. Auditor must review written records/documentation. Ensure site retention of contractor training records for a minimum of one year
- ⇒ At least once every year, a provide host company orientation to ALL contractor employees that come on site (not just the contractor representatives).

EMPLOYER \_\_\_\_\_

**CONTRACTOR PROGRAM cont'd**

⇒ A system that contractor's entry and exit from the site is adequately controlled.

	VERIFIED				ADEQUATE
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How contractors inform the company of potential hazards that they may introduce to the site during their visit, i.e., chemical cleaners, soldering compounds, trenching /shoring equipment, compressed gasses

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**3) EMPLOYEE NOTIFICATION**

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**Is there a system in place that allows employees to notify management in person and/or in writing of hazardous conditions? Does the system ensure the following:**

- \* Employees are informed of their California Labor Code rights, which include the right to complain while being protected from employer reprisals for acknowledging their safety and health concerns
- \* Timely and appropriate responses to their employee concerns
- \* A documented tracking system which follows all concerns investigated/reported to resolution/closure
- \* Written notification on how the issue was resolved

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**4) MEDICAL PROGRAM**

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**Describe the medical program used by the company. Does the program include:**

- \* Responsible person(s) to administer the medical program
- \* The availability of physician services, hospitals, medical clinics, etc.
- \* Occupational health services specific to the nature of the occupational hazards at the site
- \* Off -hour services including transportation, EMT's
- \* First-aid/CPR available in a timely manner onsite
- \* The response time for any medical emergency

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EMPLOYER \_\_\_\_\_

	VERIFIED				ADEQUATE
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**5) INDUSTRIAL HYGIENE PROGRAM**

**A) How does the company address Industrial Hygiene concerns at the site?**

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- \* Are there separate programs that address the various I.H. concerns?
- \* Have they identified and evaluated Industrial Hygiene hazards associated with activities?
- \* Is the company able to present health surveys, I.H. monitoring, and other supporting documentation?
- \* Are the engineering controls exhausted for IH hazards such as noise or chemicals?
- \* Who performs the evaluations; what are their IH qualifications?
- \* How often is the program's effectiveness reviewed?

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**B) Can the company provide assurances that support their use of nationally recognized procedures and standards for all Industrial Hygiene and Engineering testing, calibration, analysis and sampling?**

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- ⇒ Are there written records of the results, i.e., engineering design and inspection records, certification of I.H. labs used, etc.?
- ⇒ Are these records available for review?
- ⇒ Are the various procedures and labs recognized through certification, etc. by approving agencies/associations, i.e., ASME, NFPA, NIOSH, OSHA, AIHA, etc.?
- ⇒ Process Safety Information (PSI) confirms that equipment and components comply with acceptable good engineering practices and /or nationally recognized standards.
- ⇒ Non Destructive Examination (NDE) certificates

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**EMPLOYER** \_\_\_\_\_

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**6) TRAINING**

**A) Through the use of safety and health training, can it be demonstrated that supervisors:**

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- \* Understand the hazards associated with any job they are required to oversee,
- \* Can realize their potential safety and health effects on employees,
- \* Understand their roles as supervisors in assuring that employees prevent occupational injury and illness, through the teaching and enforcement of safety and health rules, procedures and work practices,
- \* Understand what to do in emergency situations,
- \* Completed training covering supervisors safety and health responsibilities
- \* Can explain in detail how the safety and health system works.

**Can the company ensure that all supervisors are appropriately trained through the use of the following tools:**

- \* Training matrix which is reviewed annually to ensure regulatory and site specific compliance
- \* Tracking system to identify supervisors who missed training sessions

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**B) Is there a system in place that assures employees are made aware of hazards and the safe work procedures to follow to protect themselves from hazards, through:**

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- \* Initial training programs to ensure awareness of immediate hazards, emergency operations, etc.,
- \* OJT training to address the concerns with the operation of new equipment, and,
- \* Refresher training ,
- \* Methods of evaluating employee knowledge,
- \* Measuring effectiveness of training through scheduled reviews.
- \* Training matrix which is reviewed annually
- \* Tracking system that picks up employees who missed training sessions

**EMPLOYER** \_\_\_\_\_

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**7) PRE-USE ANALYSIS**

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**Does the employer have a system in place to perform Pre-Use surveys of health and safety hazards prior to the installation of new/modified equipment or processes or introduction of new materials?**

- \* Pre-Use IH and Safety evaluation
- \* Management of change
- \* Evaluation results are communicated to the managers, employees and contractors
- \* Records are maintained and recommendations are implemented
- \* Pre-Use Management of Change (MOC) and Pre-Start up Safety Review (PSSR) or Process Hazard Analysis (PHA) and/or MOC and PSSR
- \* JHA's for Maintenance & Operations generated/modified
- \* Process Safety Information (PSI) updated
- \* Preventive Maintenance (PM) items given to Maintenance for inclusion in PM program
- \* Emergency Action Plan modified
- \* Pre-Use for Chemicals. MSDS Approval database program.
- \* Admin & Engineering Controls & required PPE have been reviewed, modified, changed, etc.

**8) COMPREHENSIVE SURVEYS**

**Is the company performing comprehensive safety and health surveys in accordance with the following schedules/requirements:**

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- \* Annual basis (minimum), or at intervals appropriate for the nature of workplace operations
- \* Conducted by qualified/trained personnel who can recognize existing and potential hazards and can effect the required changes to remedy any identified hazards
- \* Review personnel do not include site employees, but rather non-resident EHS professionals (i.e. regulatory staff, corporate EHS staff, EHS consultants, EHS insurance consultants or, EHS staff from other VPP sites etc.)
- \* Covers evaluation of all safety & health programs and management systems
- \* Recommendations are tracked and implemented
- \* Annual audit of VPP elements (with February report for Star sites)
- \* Comprehensive survey is used for continuous improvement and setting goals.

EMPLOYER \_\_\_\_\_

**COMPREHENSIVE SURVEYS** cont'd

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

- \* Process Safety Management (PSM) audits
  - \* Corporate H&S Audit
  - \* Fire Marshall Audit
  - \* Insurance company audit
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**9) ACCIDENT INVESTIGATIONS**

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**Is there an accident/ near miss investigation system? Does it include the following:**

- \* Written procedures or guidance
  - \* How procedure is initiated
  - \* Near-misses defined
  - \* Employees trained on recognition and reporting of near misses
- \* A record of accidents, near-misses and first aids that have occurred in the past 3 years
- \* Documented trend analysis
- \* Analysis of incident (root cause) and findings
  - \* Facilitators trained in root cause analysis
  - \* Hazards tracked and corrected
- \* Communication of findings to employees

**10) EMERGENCY PREPAREDNESS**

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**Are there written procedures addressing responses to emergencies, i.e HazWoper or others? Are the procedures in place communicated to all employees (including contractor and site employees on all shifts) in a manner that ensures they understand what to do in emergency situations? Do the existing procedures address the following requirements:**

**EMPLOYER**

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**EMERGENCY PREPAREDNESS cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

- \* Procedures, Emergency Action Plan, Fire Prevention Plan, HazWoper, etc. are current and accessible
- \* Chemical releases, PSM and any other possible emergencies, i.e., earthquakes, fire, bomb scares, work place violence, etc., are accounted for
- \* Alarm annunciation, chain of command, employee communication is addressed
- \* Personal protective equipment accessible
- \* First-aid and Medical care accessible
- \* Incipient fire fighting equipment accessible and satisfies 6151(e)(2) and (e)(3)
- \* First aiders, incipient fire fighters, and First Responders are trained and present on every shift
- \* Emergency egress, incident command center &/or assembly points defined and communicated
- \* Emergency telephone numbers, & employee roster available at assembly points
- \* Exit routes
- \* Drills & evaluation of results. Evaluation results communicated to employees.
- \* Workplace Violence

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**11) EMPLOYEE INVOLVEMENT**

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**Does the employer have a system that describes employee involvement at the site? Can the system be described by one of the following?**

- \* A joint labor-management committee for safety and health, which has the following characteristics:
  - Responsibilities of committee spelled out in a policy and/or by laws, i.e., including employee participation in inspections, input in hazard resolution and tracking of identified hazards, etc.,
  - Membership duration,
  - Meets regularly, minutes of all meetings maintained. Minutes made available to all employees
  - Requires at least half of the committee members to represent both management and employees.
  - Observes or assists in the investigation and documentation of all major accidents and addresses concerns regarding near -miss incidents,
  - Can access all relevant safety and health information when required, and,
  - Is provided with adequate training in hazard recognition with additional training as needed.

**EMPLOYER** \_\_\_\_\_

**EMPLOYEE INVOLVEMENT cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**And/or - provide an equally effective way for employees to participate in safety and health problem identification and resolution, to include but are not limited to:**

- \* The formation of Ad-Hoc committees,
  - Safety and Health Hazard analysis
  - Special committees to address in-house safety and health concerns
  - Behavior Based Safety Observations committees
  - Safety and Health training of co-workers
  - Other systems (provide details/effectiveness)
  - Emergency Response Team (ERT)
  - EHS Area Audit Teams
  - Quarterly Safety Points Program
  - Incident/Near-miss Analysis Team
  - VPP Promotion Committee
  - Safety talks
  - Ergonomics Committee
  - PSM participation in MOC's, PSSR's, and Hazardous Operations (HAZOP's)

**Involvement shows workplace safety is "everybody's business"**

**Health and safety policies and key information (concerns, incidents, inspections and improvements) are communicated and understood by employees**

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**12) JOB SAFETY ANALYSIS**

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**Does the company routinely review job hazards for inclusion in training and hazard control programs? What types of reviews are used at the site?**

- \* Job Safety/Task analysis
- \* Operating procedures
- \* Process hazard review
- \* JHA/Operating Procedures/Safe Work Practices completed for each job on a Job Inventory List
- \* Author (Supr & ee(s)) listed on JHA

**EMPLOYER**

**JOB SAFETY ANALYSIS cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

- \* Safe Work Permits used to document mitigation of individual job hazards
- \* JHA's are available at respective work locations
- \* PHA's are done for processes including hazard analysis, engineering and admin controls, consequences of control failure, facility siting, and human factors. Review team includes employees.
- \* MOC's/Pre-Use generate hazard evaluation/JHA review
- \* JHA's are critiqued annually, by supervisors and employees.
- \* JHA's are critiqued after incidents and near-misses

**13) PREVENTIVE MAINTENANCE**

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**Describe the program the company uses to assure that on-going monitoring and maintenance of workplace equipment is performed to prevent it from becoming hazardous. Does this program include:**

- \* Procedures to ensure tests are performed in accordance with the equipment manufacturers recommendations, good engineering practices, or other established/equivalent procedures
- \* Explain the system
  - \* Tracking system for PM due dates
  - \* Vibration analyses, lube oil contaminant testing, electrical infrared checks, transformer oil testing, fire detection system, vehicle PM, Ultrasonic Testing (UT)/mag particle/radiography testing, Positive Material Identification (PMI)
  - \* Technicians are trained in appropriate procedures (LOTO, proper PPE, etc.)
  - \* Tracking of test readings for UT, et al., transformer & lube oil quality, vibration
  - \* Tracking system to assure appropriate turnaround times for the correction of identified deficiencies
  - \* Name(s) of tracking system (e.g., MAXIMO)
- \* Accountable staff for smooth operation
- \* Training of maintenance employees on safe practices
- \* System is effective and appropriate re hazard level

**14) SELF -INSPECTIONS**

	A	D	O	I	YES/NO

**Is there a system for conducting routine self-inspections for the various work areas/departments? Is it documented? Does the system include the following:**

**EMPLOYER**

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- \* Types of routine inspections and their respective frequencies
  - \* Written procedures for conducting these routine inspections- should be named and copies produced
  - \* Ensure inspectors are qualified personnel familiar with the hazards. Able to perform- Hazard Recognition
  - \* Findings are shared with employees and managers
  - \* Includes a hazard prioritizing and tracking system by whom or name of software
  - \* Hazard Evaluation conducted prior to work permit issued or Work Order started
  - ⇒ Positive Material Identification system
  - ⇒ QC and timeliness of inspections monitored by S&H Dept or responsible individual
  - ⇒ Investigating hazards, determining their causes and taking actions in order to avoid their recurrence
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	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**SAFETY AND HEALTH PROGRAMS AS REQUIRED BY STANDARDS**

**1. Injury & Illness Prevention Program (T8 3203)**

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**2. Carcinogen Registration (T8 5203)**

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**3. BBP/TB (T8 5193 & 5199)**

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**SAFETY AND HEALTH PROGRAMS AS REQUIRED BY STANDARDS cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**4. Hearing Conservation (T8 5095-5099)**

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**5. Confined Space (T8 5156-5158)**

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**6. Heat Illness (T8 3395 and/or 3203)**

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**7. Hazcom (T8 5194)**

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**8. PPE (T8 3380-3385)**

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**9. Respiratory Protection (T8 5144)**

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**SAFETY AND HEALTH PROGRAMS AS REQUIRED BY STANDARDS cont'd.**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**10. Chemical Hygiene (T8 5191)**

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**11. Lead (T8 1532.1 & 5198)**

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**12. Asbestos (T8 1529 & 5208)**

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**13. Ventilation & IAQ (T8 5142-5143, 5154.1 & 5154.2)**

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**14. Ergo (T8 5110)**

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**SAFETY AND HEALTH PROGRAMS AS REQUIRED BY STANDARDS cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**15. Hoist & Crane (T84965-5035) & Sling (T8 5040-5049)**

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**16. Forklifts / Site Vehicles (T8 3650-3668)**

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**17. Hot Work Permit & Welding & Cutting (T8 4794-4848 & 5105)**

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**18. Fire Protection (T8 6150, 6184)**

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**19. Lockout/Tagout (T8 3314)**

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**20. Electrical (T8 2300-2589.2 & 2700-2989.1)**

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**SAFETY AND HEALTH PROGRAMS AS REQUIRED BY STANDARDS cont'd**

	VERIFIED				ADEQUATE
	A	D	O	I	YES/NO

**21. Machine Guarding (T8 4189-4647)**

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**22. Fall Protection (T8 1670)**

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**23. Boilers Compressed Air Tanks (T8 454-560), Elevator Inspection Documents and Valid Permits (T8 300-3146)**

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**24. Radiation (ionizing and non-ionizing) (T8 5075-5085)**

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**25. Process Safety Management (T8 5189)**


**Checklist Completed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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Note:

A = **A**pplication

O = **O**nsite Observation

D = **O**ther **D**ocuments

I = **I**nterviews