

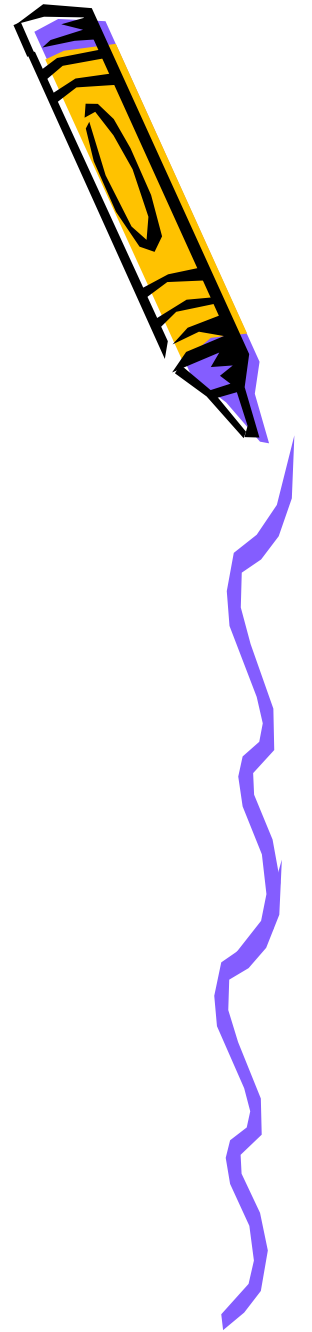


Getting
Started
with VPP



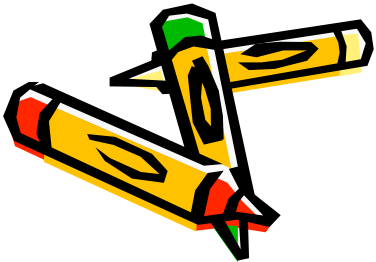
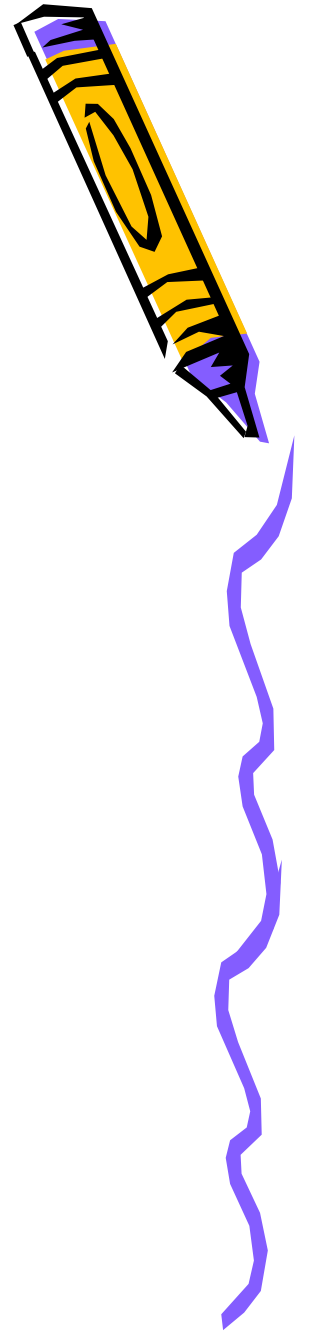
Getting Started

- OSHA Recordkeeping
- OCTPS VPP Gap Tool
- Self Evaluation



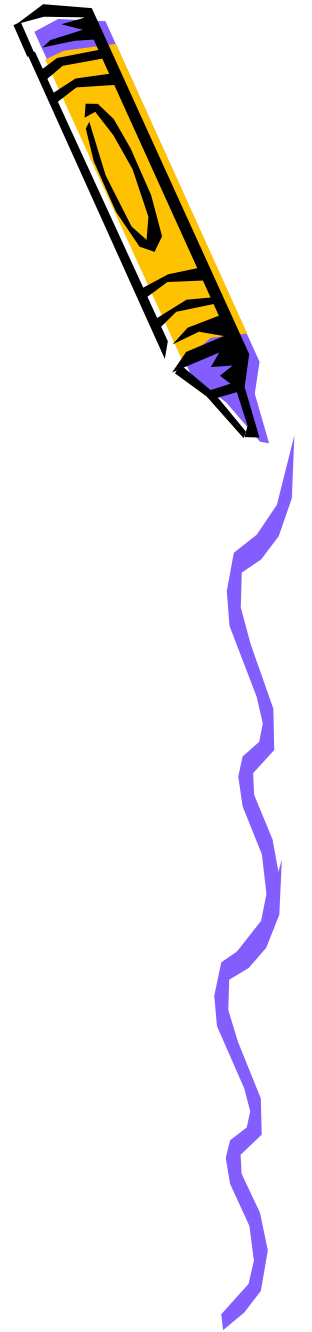
OSHA Recordkeeping

- Why do you need to do it right?
- What happens if you don't?
- Is this the only S & H metric that matters at your site?
- Who made up the rules?



Let' Take a Quiz!

- Take 5 minutes to answer the questions on the hand out



Where to Get Answers

- Read the OSHA 300 Instructions on the form
- Go to the OSHA website

Assistance

<http://www.osha.gov/recordkeeping/index.html>

Compliance document used by OSHA

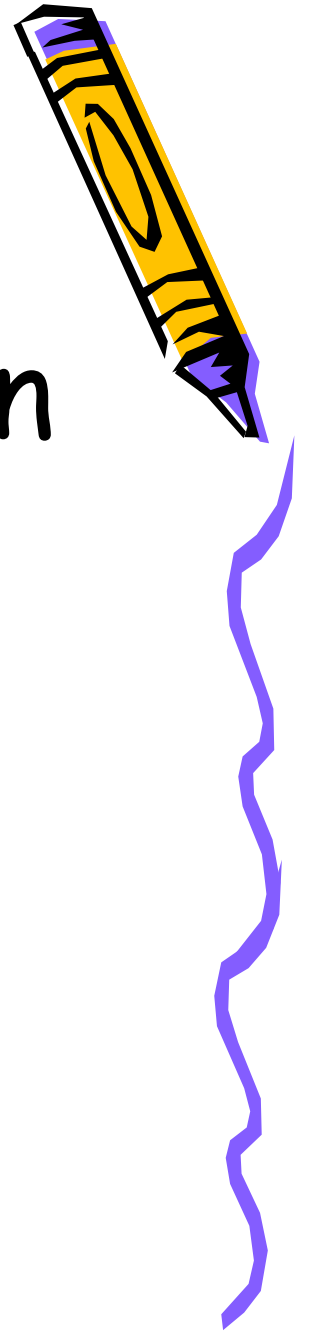
http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=DIRECTIVES&p_id=3205



Where are we??

Tools for Self Evaluation

- OCTPS form
- Annual Self Evaluation required by VPP
- Corporate/site audits
- Third Party Audits



OCTPS Form

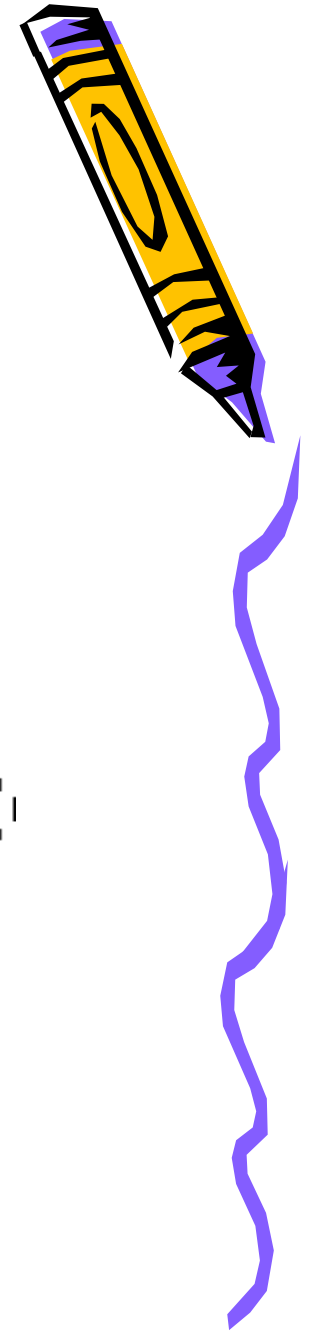
- Copy is on the CD
- It's from the OSHA VPP Challenge project
- Yours to keep and use for free!
- Let's see how it works



Let's take OCTPS for a
test drive



**Microsoft Office
Excel Worksheet**



The Annual Self Evaluation is a Requirement for VPP

- There needs to be an annual self evaluation from the year PRIOR to the year that the site is applying
- ***"All of the VPP requirements, published in Federal Register Notice 65 FR 45650-45663 and detailed below, must be in place and working effectively for at least 1 year prior to Star approval"***
- An example is provided



Example of The Annual Self Evaluation Narrative

Element 1 - Management Leadership and Employee Involvement

Sub-element a - Management Commitment to Safety and Health Protection and to VPP Participation

- Goals and Activities:

- Performed a qualitative risk assessment of our job safety analyses.
- Mgmt approved attendance at the regional and national VPPPA conferences.
- EHS Manager and Shop Supervisor completed the SGE training course. Shop Supervisor participated as an SGE for a VPP re-certification audit.

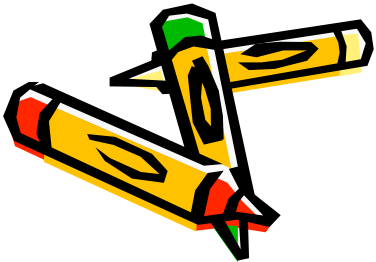
Additional goal was zero OSHA lost time injuries (Watch out for this one!)

- Evaluation of sub-element: This sub-element is effective
- Recommendations for improvement: Back-up person for safety and environmental issues to ensure coverage in the absence of the EHS Manager
- Assignment of responsibility: Plant Manager and Finance
- Target date for completion: 12/30/11



Corporate Self Evaluations

- Be cautious that the report does not cover all aspects of the VPP elements?
- Did it just cover the physical aspects of the facility?
- What did your site do with the recommendations?
- Who participated in the review?
- Was it a "Mood Ring" or did it truly assess the sites conformity with the VPP elements?
- Were there OSHA compliance issues noted?

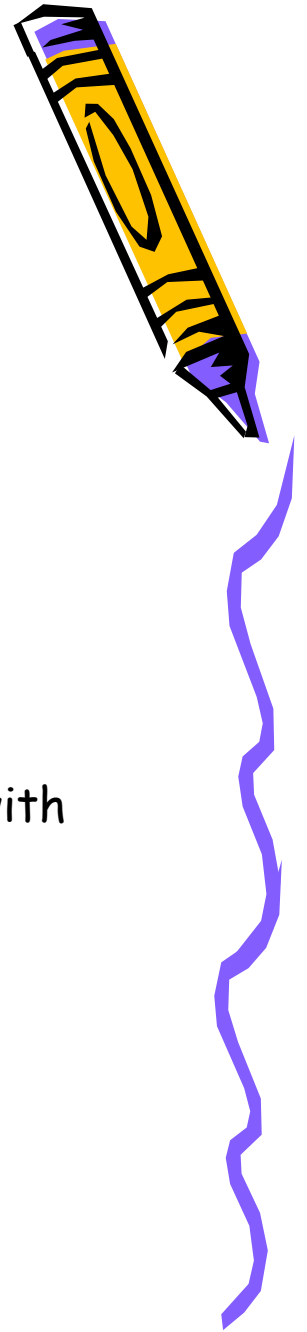


Corporate/Third Party Audits

- Don't confuse a Baseline S&H Evaluation with the required VPP Annual Self Evaluation.
- Get documentation of their professional credentials/training.

Get the most out of the corporate specialist/consultant's visit.

- Be honest. Let them know what's going on at the site.
- Have data, records and information ready.
- Ask questions!
- Understand the forms they use and the report they generate
- Get their contact info-The OSHA VPP Team may need to talk with them?
- Is the information they generate useful to your S&H staff and employees?
- Have a plan for any recommendations they put to paper.



? Any Questions?

