

# ***How to Prepare Your Site for OSHA's Voluntary Protection Program***

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## ***Objectives***

- ✧ Define OSHA VPP
- ✧ List 2 benefits of VPP certification
- ✧ Identify 4 ways to prepare for an OSHA VPP audit in the Health Center
- ✧ Describe the role of the occupational health professional during the audit





## *The VPP is...*

- ⊗ A program that leads to enhanced worker safety and health protection
- ⊗ The opportunity to develop a cooperative relationship between management, labor, and the government
- ⊗ A program designed to recognize and promote effective safety and health management
- ⊗ Not just an award, a continual process to achieve and recognize excellence





## Who Does the VPP Include?

- ⊛ *VPP participants are a select group of facilities that have implemented outstanding health and safety programs approved by OSHA*



## Number of VPP Sites

*as of 10/19/09*

- ⊛ **Nationwide – 2281**
- ⊛ **Region I – 100**






## **Types of VPP Sites**

- ◆ Petrochemical
  - ◆ Plastics
  - ◆ Forest Products
  - ◆ Utilities
  - ◆ Healthcare
  - ◆ Cosmetics
  - ◆ Textiles
  - ◆ Defense sites
  - ◆ Office Buildings
  - ◆ Electronics
  - ◆ Maintenance
  - ◆ Food Mfg./Packaging
  - ◆ Construction
  - ◆ Telecommunications
  - ◆ Oil Refining
  - ◆ Municipalities
  - ◆ Printers
  - ◆ Shipbuilding
  - ◆ Research Laboratories
  - ◆ Cabinetry
  - ◆ Pharmaceutical
  - ◆ Aerospace
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## **WHY VPP?**

- ⊗ Safety & Health Excellence
  - ⊗ National Recognition
  - ⊗ Increased Employee Morale
  - ⊗ Improves Quality and Productivity
  - ⊗ Lower Injury/Illness Rates and Costs
    - ⊗ 52% below national average for industry
  - ⊗ Partnership With OSHA
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## **VPP Star**

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- ⊗ Highest level of participation
- ⊗ Successful safety and health program
- ⊗ 3-year injury/illness rates below BLS industry rate
- ⊗ Re-evaluated every 3-5 years



## **VPP Merit**

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- ⊗ Stepping stone to Star
- ⊗ Still requires high level of commitment to safety and health program
- ⊗ Applicants must agree to specific goals to reach Star within 3 years
- ⊗ Re-evaluated every 12-18 months





## **Overview of the VPP Process**

- ⊗ Application information package
- ⊗ Submit a written application to OSHA
- ⊗ Application reviewed by OSHA
- ⊗ OSHA on-site review performed
- ⊗ Site is approved as Star or Merit by the Assistant Secretary for OSHA



## **The On-site Review**

- ⊗ On-site team; 4-8 people
- ⊗ On-site length; typically 5 days
- ⊗ On-site consists of:
  - ⊗ Opening conference
  - ⊗ Walkaround
  - ⊗ Documentation review
  - ⊗ Employee interviews
  - ⊗ Closing conference





## **Major Elements of VPP**

- ❶ **Management Leadership and Employee Involvement**
- ❷ **Worksite Analysis**
- ❸ **Hazard Prevention and Control**
- ❹ **Safety and Health Training**



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OSHA  
VOLUNTARY  
PROTECTION  
PROGRAMS



***They're Coming!!!***



***But wait a minute...***



**Welcome!**





## ***Get Ready***

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- ⊗ **The Facility (2 months before)**
- ⊗ **Occupational Health Records & Documentation (1 month before)**
- ⊗ **The Staff (2 weeks before)**



## ***The Facility***

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- ⊗ **Ceilings**
- ⊗ **Signs: Exits, BioHazard, Cabinets/Drawers**
- ⊗ **Oxygen secured**
- ⊗ **Doors: Full Swing**
- ⊗ **Clutter free**



## *Facilities cont.*

- ⊗ Electrical cords
- ⊗ Storage
- ⊗ MSDSs for products
- ⊗ Evacuation Plan
- ⊗ Clean: Floors, walls, carpets, counters
- ⊗ Equipment
  
- ⊗ Note: VPP prep can be leverage for improved facilities



## *Occupational Health Records & Documentation*

- ⊗ Policies and Procedures
  - ⊗ Work related incident reporting
  - ⊗ Medical Directives
  - ⊗ Substance Abuse
  - ⊗ BBP
    - ⊗ Exposure Control Plan





## ***Occupational Health Records & Documentation***


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- ⊗ Medical Records
  - ⊗ Certifications of Staff
  - ⊗ Manifests for Bio Waste transfers
  - ⊗ Wellness Activities
  - ⊗ Evidence of collaboration with Safety
  - ⊗ Evidence of employee input
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## ***Occupational Health Records & Documentation***

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- ⊗ Surveillance Programs
    - ⊗ Lead, Hearing, Asbestos, Respirator, etc
    - ⊗ Program participants lists
    - ⊗ Procedures for notifications when participants list changes
    - ⊗ Medical records of surveillance program compliance
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## Occupational Health Records & Documentation

- ⊛ Medical records match OSHA log
  - ⊛ # of cases
  - ⊛ # lost days, restricted days
- ⊛ First Aid cases vs Medical Treatment
- ⊛ Communication between Health Center and Safety
- ⊛ Communication with supervisor



## Staff


- ⊛ Preparation is key
  - ⊛ Inform
  - ⊛ Questions
  - ⊛ Role play (interview)
  - ⊛ Have management support present
- ⊛ Resources
  - ⊛ Have cell #s
    - ⊛ Facilities
    - ⊛ Plant Manager
    - ⊛ Safety
    - ⊛ Staff





## ***Questions for Occ. Health***


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- ✧ Who is responsible for recordkeeping?
  - ✧ What are your qualifications and licenses?
  - ✧ What procedures are in place to ensure that health care services are delivered consistently and effectively?
  - ✧ What type of audit procedures do you use to compare your process with acceptable standards of practice and OSHA requirements?
  - ✧ Are employees provided timely access to services?
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## ***Questions for Occ. Health***

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- ✧ How do you assure that work restrictions or work removal are followed?
  - ✧ How are you made aware of the job hazards at this facility?
  - ✧ Are you included in identification of workplace hazards, development of restricted duty jobs or other onsite issues?
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## ***Questions for Occ. Health***

- ✧ What kinds of health surveillance programs are in place?
- ✧ How do you communicate health surveillance data to employees and management to reduce future risk?
- ✧ Explain how you evaluate the effectiveness of your occupational health care program.



## ***Sample Audit Schedule***

- ✧ Informational Meeting: OSHA with management and employees
- ✧ One week OSHA VPP Inspection sample:
  - ✧ Day 1 Opening Meeting and general tours
  - ✧ Day 2-3 Specific department tours
  - ✧ Day 4 Revisit open issues and writing
  - ✧ Day 5 Closing meeting and announcement of results pending approvals





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***OSHA VPP is a partnering and collaborative effort between OSHA and companies for the common goal of employee safety and well being.***





## ***Resources***

- ✧ **OSHA Home Page – VPP**
- ✧ **OSHA Instruction TED 8.4 found on OSHA Home Page**
- ✧ **Nearby Sites – OSHA Home Page**
- ✧ **OSHA eTool – Safety & Health Management Systems**
- ✧ **VPPPA**
- ✧ **Compliance Assistance Specialists**
- ✧ **Regional Office VPP Staff**

