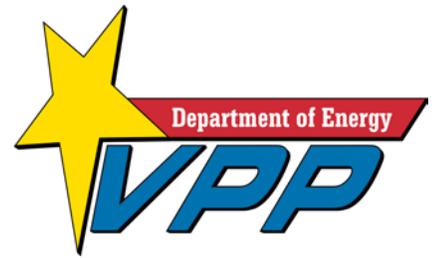


INSERT COMPANY LOGO



Department of Energy

INSERT CONTRACT NAME

INSERT COMPANY NAME IF DIFFERENT FROM ABOVE

Voluntary Protection Program Annual Report

Calendar-Year 20XX

A. SUMMARY

PROVIDE AN OVERALL SUMMARY OF THE OVERALL ANNUAL EVALUATION. INCLUDE IN THIS SECTION:

FULL CONTRACT NAME

NUMBER OF EMPLOYEES

TOTAL MAN HOURS

NAICS CODE/AVERAGE FOR YEAR IN REVIEW

NUMBER OF OSHA REPORTABLE INCIDENTS-RATES

ACCOMPLISHMENTS/BEST PRACTICES

OVERALL DETERMINATION OF IMPLEMENTATION OF VPP TENETS

B. CONTINUOUS IMPROVEMENT

1. Integrated Safety Management (ISMS)/Voluntary Protection Program (VPP) Annual Review

The scope of the annual ISMS/VPP review included all projects, facilities, and activities managed by **INSERT CONTRACTOR NAME**. The set of tailored criteria included performance objectives, measures, and commitments (POMCs), along with the Safety and Health (S&H) Improvement Plan (SHIP) action items, and the integrated assessment schedule which was used to evaluate the S&H system and effectively assess and evaluate the elements and tenets of ISMS and VPP.

DESCRIBE YOUR ASSESSMENT PROCESS-USE OF SELF-ASSESSMENTS, MANAGEMENT REVIEWS, OUTSIDE ASSESSMENT, ETC. PROVIDE THE INFORMATION ON HOW THE DETERMINATION WAS MADE TO VERIFY ISMS IMPLEMENTATION AND CONTINUOUS IMPROVEMENT IN THE VPP TENETS.

2. ISMS/VPP Focused Programs and Initiatives

INCLUDE THE CAMPAIGNS, INITIATIVES, AND OTHER EMPLOYEE INVOLVEMENT ACTIVITIES HERE.



VPP Application:

PROVIDE UPDATED APPLICATION INFORMATION IF APPLICABLE.

C. GOALS AND OBJECTIVES

Goals and objectives were developed for **INSERT YEAR** to continuously improve programs and foster new initiatives for both management and employees to achieve the desired goal of zero injuries and illnesses in an effort to continuously improve the safety culture. Goals and objectives were tracked and monitored. The following is a brief summary of each goal and the results obtained.

1. (INSERT YEAR) (INSERT CONTRACTOR NAME) POMCs

INSERT THE POMCS FROM THE ISMS DECLARATION HERE WITH AN EXPLANATION ON HOW THESE WERE GENERATED AND THE STATUS OF ACHIEVEMENT OF EACH.

NOTE: EXAMPLE OF POMCS

Table 1. ISMS Performance Objectives, Measure, and Commitments for Fiscal Year 2010 R. 1 (2 Pages)

<i>Objective</i>	<i>Quarterly Performance Measures and Commitments</i>
<i>Work Toward an Injury-Free Workplace</i>	<i>Injury/Illness Review – Analyze and track all first aid, recordable, and/or days away/restricted cases. Director level review of each injury with the safety representative and line management, document actions to preclude or mitigate similar injuries on the S&H Injury Management Review Report form. (base goal)</i>
	<i>Injury Rate Continuous Improvement – Monitor TRC and DART 12 Month Moving Avg. (MMA) trends and implement improvement plans if trending unfavorably. Initiate a targeted corrective action improvement plan when any adverse trend, defined as quarter ending 12 MMA TRC or DART rate is greater than the previous quarter’s end, is identified (base goal)</i>
	<i>Fall Protection-Elevated Work/IWCP/Job Hazard Analysis Improvements - Perform an effectiveness evaluation of the improved WCH fall protection program to include procedures, training, and fall hazard prevention analysis and improvements made to the Integrated Work Control and Job Hazard Analysis processes – Charter an Operations Task Team to evaluate and address the improvement opportunities identified as a result of the WCH Mid-Point Assessment and completion of the End-Point Assessment. (base goal)</i>

Table 1. ISMS Performance Objectives, Measure, and Commitments for Fiscal Year 2010 R. 1 (2 Pages)

Objective	Quarterly Performance Measures and Commitments
Maintain Effective Control of Hazardous Energy	Participation in the development and site wide applicability of the Site Wide Electrical Program with 80 % participation in scheduled Hanford Electrical Program Committee meetings to assist with program development. (base goal) (stretch goal N/A. This goal will be evaluated as the program is developed and site wide implementation of the program is determined)
Environmental Program Compliance	Environmental Protection Index per quarter equal to 1.0/0.9 (stretch goal/base goal) This index is calculated based on criteria specified for compliance relative to air quality permitting, spill prevention control, excavation plans, ecological/cultural plans, and sample management.
	EMS Conformance Corrective Actions – Implement the corrective actions identified in the WCH EMS Declaration of Conformance to DOE O 450.1A, as tracked in the WCH Plan of the Week Schedule. (base goal)
	Improve Waste Documentation – Implement the recommendations for the external assessment on the generation and use of the OWTFs, to include revised WMT procedures, requirements document, and human factored OWTF. (base goal)
Industrial Hygiene	Participation in the development and site wide applicability of the Site Wide Respiratory Program with 80 % participation in scheduled Hanford Respiratory Protection Committee meetings to assist with program development. (base goal) (stretch goal N/A. This goal will be evaluated as the program is developed and site wide implementation of the program is determined)
	Implement the Hanford Site-wide beryllium program, including adopting the new site wide program document, training, and facility assessments and characterization. Document the status of the implementation in the WCH Plan of the Week Schedules.
	Heat Stress Recognition and Process Improvements – Implement a new/revised procedure to include: physiological monitoring for heat stress, and provide awareness briefings and information on recognition and treatment of Heat Stress. (base goal)
Safety Ownership Program	Safety Ownership Program – Successfully promote the four tenets of the Safety Ownership Program (SOP) by completing all scheduled activities within the Communications Plan (base goals) and obtain participation of at least 500 personnel for the SOP activities (stretch goal).
Continuous Improvement and Feedback	Performance Analysis conducted per year equal to 3/2 (stretch goal/base goal). Conduct Performance Analysis meetings involving senior staff personnel charged to evaluate RCC performance and determine measurements and improvement initiatives to address program trends and issues identified. Track and communicate results on the WCH web site under the Quality Assurance Organization section.
	WCH Key Performance Indicator monthly evaluations conducted per quarter equal to 3/2 (stretch goal/base goal).
	Operating Experience documents issued per quarter (both internally and externally generated equal to 90/70 (stretch goal/base goal).
	Safety and Health Improvement Plan (SHIP) development, implementation and communication. Establish a SHIP that includes key goals and commitments for safety and health and communicate these goals to all employees with updated information on the status and achievement of goals on a quarterly basis (base goal).

DART – Days Away, Restricted, or Transferred
 DOE – U.S. Department of Energy
 FY – fiscal year
 N/A – not available

OSHA – Occupational Safety and Health Administration
 RCCC – River Corridor Closure Contract
 VPP – Voluntary Protection Program
 WCH – Washington Closure Hanford, LLC.

INSERT CONTRACTOR NAME was successful in achieving the **INSERT YEAR POMCs** with established metrics within the goals established for **INSERT YEAR**. Performance within most of the areas has been exemplary. **INSERT CONTRACTOR NAME** has accomplished the following **INSERT YEAR POMC** goals:

Goal: Injury/illness Review-Analyze and track all first aid, recordable, and/or days away/restricted cases-director level review of each injury with the safety representative and line management, document actions to preclude or mitigate similar injures on the S&H Injury Management Review Report form.

Results:

Goal: Injury Rate Continuous Improvement-Monitor TRC and DART 12 Month Moving Avg. (MMA) trends and implement improvement plans if trending unfavorably. Initiate a targeted corrective action improvement plan when any adverse trend, defined a quarter ending 12 MMA TRC or DART rate is greater than the previous quarter's end, is identified. WCH monitors the TRC and the DART 12 Month Moving Average (MMA) to determine if unfavorable trends have occurred.

Results:

Goal: Fall Protection-Elevated Work/IWCP/Job Hazard Analysis Improvement. Perform an effectiveness evaluation of the improved WCH fall protection program to include procedures, training, and fall hazard prevention analyses and improvements made to the Integrated Work Control and Job Hazard Analysis processes. Charter an Operations Task Team to evaluate and address the improvement opportunities identified as a results of the WCH Mid-Point Assessment and completion of the End-Point Assessment.

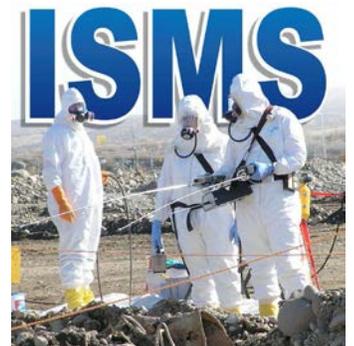
Results:

Goal: Site Wide Respiratory Program Participation. Participation in the development and site wide applicability of the Site Wide Respiratory Program with 80% participation in scheduled Hanford Respiratory Protection Committee meetings to assist with program development.

Results:

Goal: Chronic Beryllium Protection Program-Participation in the development and site wide applicability of the Chronic Beryllium Prevention Program with 80% participation in scheduled Hanford Chronic Beryllium Prevention Committee meetings to assist with program implementation.

Results:



Goal: Heat Stress Recognition and Process Improvements. *Implement a new/revised procedure to include: physiological monitoring for heat stress, and provide awareness briefings and information on recognition and treatment of Heat Stress.*

Results:

Goal: Safety Ownership Program – *Successfully promote the four tenets of the Safety Ownership Program (SOP) by completing all scheduled activities within the Communications Plan and obtain participation of at least 500 personnel for the SOP activities.*

Results:

Goal: Safety and Health Improvement Plan (SHIP) development, implementation and communication. *Establish a SHIP that includes key goals and commitments for safety and health and communicate these goals to all employees with updated information on the status and achievement of goals on a quarterly basis.*

Results:

2. Safety & Health Improvement Plan (SHIP) Highlights

INSERT CONTRACTOR NAME concentrated Project efforts on S&H issues that affected the Project as a whole. These issues were cross-cutting S&H issues that involved numerous disciplines and coordination between departments.

The S&H Program Improvement Plan (SHIP) flowed down the POMC improvement items with discrete tasks outlined for employees to assist in accomplishing the POMC goals and objectives for both program development and program execution in the field.

DESCRIBE YOUR OVERALL S&H IMPROVEMENT PLAN. BE SPECIFIC IN THE GOALS AND THE MEASUREMENTS FOR ACHIEVEMENT OF THE GOALS.

PROVIDE THE RESULTS OF THE IMPROVEMENT PLAN OBJECTIVES.

3. 2011 WCH POMC

The **INSERT YEAR** POMCs were submitted as a part of the **INSERT YEAR** ISMS Annual Declaration and were approved by **INSERT APPROVAL AGENCY**. The POMCs for **INSERT YEAR** are provided.

IMPLEMENTATION OF IMPROVEMENTS

Improvements will be made throughout the year with updates documented on a quarterly basis. Incorporation of additional focus areas will be added to ensure continuous improvement of the S&H program. This information will be provided to both the staff and craft personnel via:

DESCRIBE HOW THE IMPROVEMENTS AND GOALS WILL BE COMMUNICATED TO ALL EMPLOYEES.

D. CONTRACTOR AND SUBCONTRACTOR INCIDENCE RATES

TRC and DART rates for **INSERT CONTRACTOR NAME** and the **INSERT PROJECT NAME** as a whole have been **INSERT TREND INFORMATION** over the past three years, and are **ABOVE/BELOW/AT** the comparison industry average. These rates for the past three years clearly meet the expectations for participation in the DOE-VPP.

Table 1. Contractor and Subcontractor Incidence Rates.

A. WCH INCIDENCE RATES					
WCH RECORDABLE CASE RATE					
WCH recordable injury/illness case rate includes subcontractors who are directly supervised by the contractor and are included on the OSHA 300 Log.					
Calendar Year	WCH Recordable Case Rate Includes CAIRS*	Number of Recordable Cases	Total Hours Worked	NAICS # Incident Rate 20XX	DOE Average CAIRS*
20XX					
20XX					
20XX					
3 Year Total					
3 Year Avg.					
*DOE Computerized Accident/Incident Reporting System (CAIRS) Database. Some data submitted to the CAIRS Coordinator, including revised reports for previous years, have not yet been entered into the CAIRS database.					
INSERT NAME OF CONTRACTOR and the name and number of the NAICS code #XXXXX					

WCH LOST WORKDAY CASE RATE					
WCH lost workday injury case rate includes subcontractors who are directly supervised by WCH and are included on the OSHA 200/300 Log.					
Calendar Year	WCH Lost Workday Case Rate Includes CAIRS*	Number of Lost Workday Cases	Total Hours Worked	NAICS # Incident Rate 20XX	DOE Average CAIRS*
20XX					
20XX					
20XX					
3 Year Total					
3 Year Avg.					

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*DOE Computerized Accident/Incident Reporting System (CAIRS) Database. Some data submitted to the CAIRS Coordinator, including revised reports for previous years, have not yet been entered into the CAIRS database.

B. SUBCONTRACTOR INCIDENCE RATES – Subcontractors not directly supervised by INSERT CONTRACTOR NAME.

SUBCONTRACTOR RECORDABLE CASE RATE			
Calendar Year	Subcontractor Recordable Case Rate (# of recordable injuries per 200,000 work hours)	Number of Recordable Cases	Total Hours Worked
20XX			
20XX			
20XX			
3 Year Total			
3 Year Average			
SUBCONTRACTOR LOST WORKDAY CASE RATE			
Calendar Year	Subcontractor Lost Workday Case Rate (# of lost workday cases per 200,000 work hours)	Number of Lost Workday Cases	Total Hours Worked
20XX			
20XX			
20XX			
3 Year Total			
3 Year Average			

C. TOTAL RATES FOR (INSERT CONTRACTOR NAME) AND ALL SUBCONTRACTORS

TOTAL RECORDABLE CASE RATE			
Calendar Year	Total Recordable Case Rate (# of recordable cases per 200,000 work hours). Includes CAIRS*	Number of Recordable Cases	Total Hours Worked
20XX			
20XX			
20XX			
3 Year Total			
3 Year Average			
TOTAL LOST WORKDAY CASE RATE			
Calendar Year	Total Lost Workday Case Rate (# of lost workday cases per 200,000 work hours). Includes CAIRS*	Number of Lost Workday Cases	Total Hours Worked
20XX			
20XX			
20XX			
3 Year Total			
3 Year Average			

STATISTICAL COMPARISON

20XX TRCR: XXXX	% below the NAICS code of XXXX	% below the DOE 3 Year Average of XXXX
20XX DART: XXXX	% below the NAICS code of XXXX	% below the DOE 3 Year Average of XXXX

Injury/Illness Type	Injury/Illness Definition	Cost per event⁽¹⁾	Incident Reduction	Cost Savings
First Aid ⁽²⁾	Injury/Illness that received medical attention from the Site Occupational Medical Provider (SOMP) or private physician. (Non-recordable or lost time)	\$2,000	7	14K
Minor Event	Injury/Illness that received medical attention from the Site Occupational Medical Provider or private physician. (Recordable or 1-5 days lost time)	\$50,000	5	250K
Major Event	Injury/Illness that required surgery, rehabilitation and/or lead to disability or death.	\$500,000	2	1M
1) Costs include both direct and indirect costs, but not any fines or penalties that may be imposed by the DOE. Direct costs include both the employee’s medical and lost time. Indirect costs include management/co-worker time, training/briefings, and administrative and potential process/facility changes. 2) First Aids does not include self-treat and in all first aids the employee returned to work.				Total Savings: INSERT COST SAVING BASED UPON REDUCTION OF INCIDENTS

PROVIDE A BRIEF SUMMARY FOR EACH SECTION BELOW.

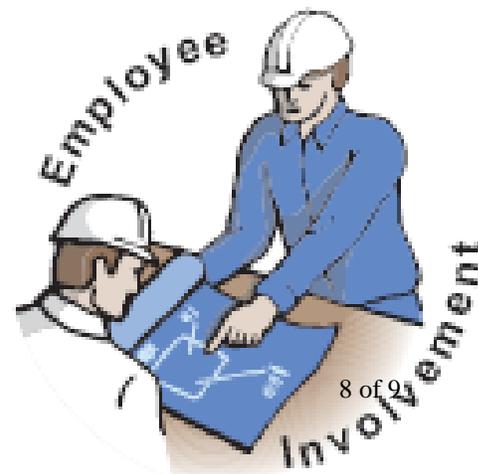
E. MENTORING AND OUTREACH

INCLUDE ASSESSMENTS, COMMITTEE MEMBERSHIPS, FEDERAL OSHA ASSISTANCE, ASSISTANCE PROVIDED TO OTHER CONTRACTORS, VPPPA ACTIVITIES, AND ON-SITE REVIEW PARTICIPATION.

F. MANAGEMENT LEADERSHIP

G. EMPLOYEE INVOLVEMENT

DESCRIBE HOW ALL EMPLOYEES ARE INVOLVED IN THE PROGRAM FROM SENIOR MANAGEMENT TO THE FIELD WORKERS.



H. WORK SITE ANALYSIS

I. HAZARD PREVENTION AND CONTROL

J. HEALTH AND SAFETY TRAINING

K. AWARDS AND RECOGNITION

INCLUDE DOE, STATE, AND FEDERAL RECOGNITION, SAFETY ACHIEVEMENTS, CORPORATE RECOGNITION, AND OTHER CELEBRATIONS AND MILESTONES ACHIEVED IN THE YEAR.