

**2005 DOE-VPP SELF EVALUATION  
(Org)**

**SCORE SHEETS**

**I. MANAGEMENT LEADERSHIP**

<b>VPP Subelement</b>	<u><b>Rating</b></u> <b>Poor 0-1</b> <b>Fair 2-4</b> <b>Good 5-7</b> <b>Excellent 8-10</b>	<b>Comments</b>
<b>1. Organization</b> All critical elements of the safety and health (S&H) program, including the VPP tenets, are part of the written program	?	
<b>2. Responsibility</b> Responsibility for all aspects of the safety and health program are assigned and communicated so that all managers, supervisors, and employees know what is expected of them.	?	
<b>3. Accountability</b> Managers, supervisors, and employees are held accountable for meeting their assigned S&H responsibilities. A documented performance system is in place.	?	
<b>4. Resources</b> All aspects of the S&H program are appropriate to the size of the worksite, the complexity of the hazards, and the nature of the industry.	?	
<b>5. Program Evaluation.</b> A system for evaluating the success of the S&H program in meeting the goal and objectives is in place. a) The system provides for an annual, written report, including recommendations for improvements and timely follow-up. b) The evaluation assesses the effectiveness of each applicable VPP element and sub-element. c) The evaluation is conducted by competent personnel.	?	

<b>VPP Subelement</b>	<u>Rating</u> <b>Poor 0-1</b> <b>Fair 2-4</b> <b>Good 5-7</b> <b>Excellent 8-10</b>	<b>Comments</b>
<b>6. Planning</b> Planning for safety and health is part of the overall long-term management planning. The commitment of necessary resources for S&H must be documented and must address staffing, space, equipment, training, and promotions.	?	
<b>7. Contract Workers.</b> (a) S&H programs are considered of subcontractors during the evaluation and selection process. (b) Records of the hours worked and the injuries and illnesses by subcontractor employees are kept. (c) Contracts (1) specify oversight and enforcement of S&H programs; (2) provide for prompt correction of hazards; and (3) specify penalties for willful or repeated noncompliance. (d) The participant demonstrates that the above contract provisions have been carried out.	?	
<b>8. Site Orientation.</b> There are documented programs for orienting and holding accountable all persons operating in contractor-controlled spaces, including subcontractor employees, vendors, consultants, students, and visiting scientists.	?	
<b>9. Employee Notification</b> Establishing, documenting, and communicating to employees and contractors clear goals that are attainable and measurable, objectives that are relevant to workplace hazards and trends of injury and illness, and policies and procedures that indicate how to accomplish the objectives and meet the goals.	?	
<b>10. Commitment.</b> Top-level management commitment to occupational safety and health is clearly evident to all, including a written policy on safe and healthful working conditions that is understood by employees at all levels.	?	

Total value of inserted # (\_\_\_\_\_) divided by # of subelements (10) = \_\_\_\_\_ Element Ave.

**MANAGEMENT LEADERSHIP**

**I.1** Identify those program areas/items that will need to be improved upon. This response should be based on the scoring results for this section and should correlate to any entries made in the "Poor" or "Fair" columns. Be as specific as possible.

Item	Type of Item		
	Immediate <sup>1</sup>	90 Days <sup>2</sup>	Recommendations <sup>3</sup>

- 1. Needing immediate action
- 2. 90-days to correct or to develop plan
- 3. Team Recommendation (for consideration)

**I.2** Identify those program areas that you consider to be exemplary; those that would qualify, in your opinion, as a model for others. This response should be based on the scoring results for this section and should correlate with any entries made in the "Excellent" column. Be as specific as possible.

**SCORE SHEETS**

**II. EMPLOYEE INVOLVEMENT**

<b>VPP Subelement</b>	<u><b>Rating</b></u> <b>Poor 0-1</b> <b>Fair 2-4</b> <b>Good 5-7</b> <b>Excellent 8-10</b>	<b>Comments</b>
<b>11. Degree and Manner</b> Employees are involved in the safety and health management system in at least three meaningful, constructive ways in addition to their right to report a hazard. Avenues for employees to have input into safety and health decisions include participation in audits, accident/incident investigations, self-inspections, suggestion programs, planning, training, job hazard analyses, and appropriate safety and health committees and teams.	?	
<b>12. Safety &amp; Health Committees</b> Employees are able to participate in the identification and resolution of safety and health problems. This could be done by the use of safety committees, safety observers, ad hoc health and safety problem-solving groups, training of other employees, analysis of hazards, and committees that plan and conduct S&H awareness programs.	?	

Total value of inserted # (\_\_\_\_) divided by # of subelements (2) = \_\_\_\_\_ Element Ave.

**EMPLOYEE INVOLVEMENT**

**II.1** Identify those program areas that will need to be improved upon. This response should be based on the scoring results for this section and should correlate to any entries made in the "Poor" or "Fair" columns. Be as specific as possible.

Item	Type of Item		
	Immediate <sup>1</sup>	90 Days <sup>2</sup>	Recommendations <sup>3</sup>

- 1. Needing immediate action
- 2. 90-days to correct or to develop plan
- 3. Team Recommendation (for consideration)

**II.2** Identify those program areas that you consider to be exemplary; those that would qualify, in your opinion, as a model for others. This response should be based on the scoring results for this section and should correlate with any entries made in the "Excellent" column. Be as specific as possible.

**SCORE SHEETS**

**III. WORKSITE ANALYSIS**

<b>VPP Subelement</b>	<p align="center"><b><u>Rating</u></b>  <b>Poor 0-1</b>  <b>Fair 2-4</b>  <b>Good 5-7</b>  <b>Excellent 8-10</b></p>	<p align="center"><b>Comments</b></p>
<p><b>13. Pre-use/Pre-Startup Analysis</b>                      All planned, new or newly acquired facilities, equipment, materials, and processes should be analyzed before they are used, to determine potential hazards and to plan for prevention or control.</p> <ul style="list-style-type: none"> <li>• Pre-job planning and preparation should be conducted for different phases of activities, such as experiments.</li> <li>• Such planning may take the form of a job hazard analysis, preliminary hazard analysis (PHA) or a safety analysis report (SAR) for complex facilities undertaking hazardous operations.</li> <li>• For construction, a comprehensive safety and health project design evaluation is required.</li> </ul>	<p align="center">?</p>	
<p><b>14. Comprehensive Surveys</b>                      Trained and qualified safety and health professionals conduct comprehensive health and safety surveys at intervals appropriate for the nature of workplace operations, to identify existing hazards and potentially significant risks and to ensure employer awareness and control of those risks.</p> <ul style="list-style-type: none"> <li>• A baseline survey of S&amp;H hazards is accomplished through initial comprehensive industrial hygiene and safety surveying.</li> <li>• Nationally recognized procedures for all sampling, testing, and analysis must be used, and written records of results are maintained.</li> </ul>	<p align="center">?</p>	
<p><b>15. Self-Inspections</b>                      A system is required to ensure routinely scheduled self-inspections of the workplace. It must include written procedures that determine the frequency of inspection and areas covered, those responsible for conducting the inspections, recording of findings, responsibility for abatement, and tracking of identified hazards for timely correction.</p>	<p align="center">?</p>	
<p><b>16. Routine Hazard Analysis</b>                      Task-based or system/process hazard analyses must be performed to identify hazards of routine jobs, task, and processes in order to recommend adequate hazard controls.</p>	<p align="center">?</p>	

<p><b>17. Employee Reporting of Hazards</b> A system for initiating and tracking hazard correction in a timely manner is in place and functioning that allows employees, without fear of reprisal, to notify management in writing about conditions that appear hazardous and to receive timely and appropriate responses. The system may additionally include oral notification by employees, but in all instances must include written tracking of responses and hazard corrections.</p>	?	
<p><b>18. Accident Investigations</b> An investigation system is in place that includes written procedures or guidance; requires written reports of findings, hazard correction tracking, and identification of causes; and provides for preventive or corrective actions. The system includes provisions for a narrative report, suitable for dissemination to all employees, which contains root causes, analysis, and lessons learned.</p>	?	
<p><b>19. Trend analysis</b> Trend analyses are conducted for all data accumulated under the health and safety program (including injury and illness experience, inspection, and employee reports of hazards) to help identify systemic problems that may not be noticed when only isolated incidents are considered.</p>	?	

Total value of inserted # (\_\_\_) divided by # of subelements (7) = \_\_\_\_\_ Element Ave.

## WORKSITE ANALYSIS

**III.1** Identify those program areas that will need to be improved upon. This response should be based on the scoring results for this section and should correlate to any entries made in the "None" or "Fair" columns. Be as specific as possible.

Item	Type of Item		
	Immediate <sup>1</sup>	90 Days <sup>2</sup>	Recommendations <sup>3</sup>

1. Needing immediate action
2. 90-days to correct or to develop plan
3. Team Recommendation (for consideration)

**III.2** Identify those program areas that you consider to be exemplary; those that would qualify, in your opinion, as a model for others. This response should be based on the scoring results for this section and should correlate with any entries made in the "Excellent" column. Be as specific as possible.

**SCORE SHEETS**

**IV. HAZARD PREVENTION AND CONTROL**

<b>VPP Subelement</b>	<u><b>Rating</b></u> <b>Poor 0-1</b> <b>Fair 2-4</b> <b>Good 5-7</b> <b>Excellent 8-10</b>	<b>Comments</b>
<b>20. Professional Expertise</b> Certified Industrial Hygienists, Certified Safety Professionals, Safety Engineers, Fire Protection Engineers, Certified Occupational Physicians, and Certified Occupational Health Nurses are available as needed, based on the potential risks at the site.	?	
<b>21. Safety and Health Rules</b> Participants must be in compliance with any hazard control program required by an OSHA standard, such as PPE, Respiratory Protection, Lockout/Tagout, Confined Space Entry, Process Safety Management, or Bloodborne Pathogens.	?	
<b>22. Personal Protective Equipment.</b> PPE to be used are determined by hazards identified in hazard analysis. PPE should only be used when all other hazard controls have been exhausted or more significant hazard controls are not feasible.	?	
<b>23. Preventive Maintenance</b> There is preventive/ predictive maintenance (PM) and monitoring to prevent workplace equipment from becoming hazardous.	?	
<b>24. Emergency Preparedness.</b> Emergency response procedures are written and communicated to all employees. These procedures list requirements for personal protective equipment, first aid, medical care, and emergency egress. They also include emergency telephone numbers, exit routes, and provisions for training drills, including at least annual evacuation drills.	?	
<b>25. Radiation Protection</b> There is a radiation protection program that monitors and protects employees from workplace radiological hazards.	?	

<p><b>26. Medical Programs</b>          Medical programs include timely access to physicians and provide the services required by any applicable Federal and/or State regulations. Occupational professionals, such as occupational physicians and nurses, shall assist in hazard analysis activities (such as job hazard analyses and surveys), in early recognition and treatment of illness and injury, and in limiting the severity of harm. Personnel trained in CPR and first aid are available to all persons working in applicant-controlled spaces during all shifts.</p>	?	
<p><b>27. OS&amp;H Program List</b>          Special hazards, with OSHA program requirements (Blood Borne Pathogen, Confined Space, etc.) or DOE program requirements (Beryllium, explosive, etc) are implemented when applicable.</p>	?	

Total value of inserted # (\_\_\_) divided by # of subelements (8) = \_\_\_\_\_ Element Ave.

**HAZARD PREVENTION AND CONTROL**

**IV.1** Identify those program areas that will need to be improved upon. This response should be based on the scoring results for this section and should correlate to any entries made in the "None" or "Fair" columns. Be as specific as possible.

Item	Type of Item		
	Immediate <sup>1</sup>	90 Days <sup>2</sup>	Recommendations <sup>3</sup>

- 1. Needing immediate action
- 2. 90-days to correct or to develop plan
- 3. Team Recommendation (for consideration)

**IV.2** Identify those program areas that you consider to be exemplary; those that would qualify, in your opinion, as a model for others. This response should be based on the scoring results for this section and should correlate with any entries made in the "Excellent" column. Be as specific as possible.

**SCORE SHEETS**

**V. SAFETY AND HEALTH TRAINING**

<b>VPP Subelement</b>	<p align="center"><b><u>Rating</u></b>  <b>Poor 0-1</b>  <b>Fair 2-4</b>  <b>Good 5-7</b>  <b>Excellent 8-10</b></p>	<b>Comments</b>
<p><b>28. Employees</b>                      Employees are aware of hazards, through training and enforcement, and the safe work procedures to follow to protect themselves. Employee responsibilities include using personal protective equipment where required and knowing why it is required, what its limitations are, how to maintain it, and what to do in emergency situations.</p>	?	
<p><b>29. Supervisors</b>                      Supervisors understand their responsibilities and know how to carry them out effectively. These responsibilities include (1) understanding the hazards associated with a job and the potential effects on employees; (2) understanding how to ensure, through teaching and enforcement, that employees follow the rules, procedures, and work practices for avoiding or controlling exposure to the hazards; and (3) knowing how to make sure that everyone understands what to do in emergencies.</p>	?	
<p><b>30. Managers</b>                      Managers understand their safety and health responsibilities, as described under Section II.E.1, "Management Leadership," and know how to carry out those responsibilities effectively.</p>	?	

Total value of Inserted # (\_\_\_\_) divided by # of subelements (3) = \_\_\_\_\_ Element Ave.

