

VPP Annual Self-Evaluation Hazard Prevention & Control Reviews and Questions

	Documentation Reviews	Comments
1.	Documents demonstrate that safety related operating procedures are reviewed or updated at least annually.	
2.	Documentation exists that where needed, PPE is available and used properly.	
3.	Documentation of fair and consistent disciplinary action is available.	
4.	Equipment maintenance schedules are used to reflect actual experience and planned to avoid equipment breakdowns.	
5.	Documentation exists related to maintenance backlogs and actions to address issues.	
6.	Documents demonstrate that equipment has documented maintenance following appropriate schedules.	
7.	Documentation demonstrates that hazard corrections are successfully tracked to completion.	
8.	Documentation that emergency drills are held annually with critiques and lessons learned.	
9.	Documentation exists that ergonomic surveys have been done with necessary improvements made.	
10.	Documentation demonstrates that the Project/Facility has CPR and first aid personnel available for all shifts.	
	Questions for All Employees	Comments
11.	Do you have access to safety & health professionals when needed?	
12.	Have you or someone else conducted an ergonomic review of your work area?	
13.	What are the three possible steps for eliminating or controlling hazards? Are efforts made to identify less hazardous substitutes?	

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	Questions for All Employees (cont.)	Comments
14.	Do you have the necessary PPE when needed to perform you job?	
15.	Can you give any examples of positive reinforcement that you or others have received for good work practices?	
16.	What is the company disciplinary system? Is the disciplinary system fair and consistent?	
17.	Do you feel there is a lack of attention or accountability to the facility preventative maintenance program?	
18.	Are identified hazards logged or tracked? What system is used for tracking?	
19.	Are issues tracked to completion? Are employees informed on the status of issues?	
20.	When was the most recent emergency drill you participated in?	
21.	What do you do in the event of an emergency?	
22.	Are results of medical tests clearly explained to you?	
	Questions for Managers/Supervisors	Comments
23.	What is the company disciplinary system? Do you have any examples of how you have used it?	
24.	Is disciplinary system fair and consistent?	
25.	Are you advised of maintenance or PM program performance trends or backlogs? Who is held accountable for problems in this area?	
26.	How are identified hazards tracked to completion?	
	Questions for Subcontractor Employees	Comments
27.	What are your actions in the event of an emergency?	

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	Questions for S&H Professionals	Comments
28.	Are there good, open lines of communication between the various S&H disciplines?	
	Questions for S&H Professionals (cont.)	Comments
29.	Is there an adequate respirator program being implemented? Who is responsible for oversight of the program?	
30.	Is there appropriate case management for all (even minor) employee injuries and illnesses? How are S&H people involved with the process?	
31.	Do you believe that there is appropriate medical testing and evaluations for employees?	
32.	Is there an effective program in place for conducting ergonomic evaluations of the worksite?	
33.	Is there adequate coordination and cooperation between the medical staff and the S&H professional staff?	
	Questions for Accident Council Members	
34.	Do you have good access to, and do you use the services of your assigned S&H professionals to support your council activities?	
	Field Walkabout Questions	Comments
35.	Tools and equipment are designed to minimize risk. Appropriate guards are maintained in good repair.	
36.	Workstations are designed to relieve body stress and remove ergonomic hazards (Office and industrial type hazards).	
37.	Ventilation is adequate for building ventilation and removal of toxic contaminants. Facility spaces are designed to isolate or remove sources of hazardous exposures (noise, heat, etc.)	
38.	Evidence exists that hazards are adequately controlled.	

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39.	Evidence exists that an effective program is in place for implementing the best feasible hazard controls.	
40.	Evidence exists that operating procedures and work rules are implemented and used by employees.	
	Field Walkabout Questions (cont.)	Comments
41.	No evidence exists that PPE, equipment, work practices and/or hazard controls make workers' jobs less safe or difficult.	
42.	Clearly marked evacuation routes and exits are present.	

Other Notes: