

VPP Annual Self-Evaluation Management Leadership Reviews and Questions

	Documentation Reviews	Comments
1.	Written version of S&H policy is easily accessible.	
2.	Written version of Project S&H goals and objectives are easily accessible.	
3.	Documentation that the S&H program is written and accessible to employees.	
4.	Documents clearly assigning responsibility for S&H are accessible.	
5.	Documented evidence that employees at all levels are accountable via Performance Appraisals and S&H Personal Action Plans.	
6.	Evidence exists that the Project/Facility Director is actively involved in worker S&H.	
7.	Written evidence of S&H communications to employee from management.	
8.	Evidence exists that entry and exit from contractor-controlled spaces are properly controlled.	
9.	Documentation is available to show that subcontractor hazards are corrected in a timely manner.	
10.	Documentation is available to show that subcontracts properly identify S&H provisions.	
	Questions for All Employees	Comments
11.	Do you perceive management to be committed to employee safety and health?	
12.	Do you have access to and understand the written safety and health policy or slogan? What is it?	
13.	Where does S&H fit in as priorities with the company?	
14.	What are the Project/Facility Safety & Health goals/objectives?	

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	Questions for All Employees (cont.)	Comments
15.	How do the Project/Facility goals relate to you and your activities?	
16.	What are your safety & health responsibilities?	
17.	Is safety & health a line or staff function?	
18.	Do you have Stop Work Authority?	
19.	Does safety & health performance affect your promotion/merit increase?	
20.	What are examples of safety measures from your performance appraisal?	
21.	How are you accountable to safety?	
22.	Is top management accessible for S&H issues? Give examples.	
23.	How is safety communicated?	
	Questions for Managers/Supervisors	Comments
24.	What is the S&H policy? Where can this document be found?	
25.	What are the Project or Facility S&H goals and objectives?	
26.	How do the Project/Facility goals and objectives relate to you in your activities?	
27.	How is S&H included in long term planning?	
28.	How are S&H professionals included in long term planning?	
29.	What are your S&H responsibilities?	
30.	Do you view safety as a line or staff function?	
31.	How are safety and health responsibilities assigned?	
32.	Is there adequate number of S&H professionals available for support as needed?	
33.	Does the S&H staff have adequate resources?	

VPP Annual Self-Evaluation Management Leadership Reviews and Questions

	Questions for Managers/Supervisors (cont.)	Comments
34.	How are solutions for identified S&H issues handled when capital expense is needed for resolution?	
35.	How does S&H performance impact decisions about pay/promotions?	
36.	What are examples of specific S&H protection criteria from your performance appraisal?	
37.	How are you held accountable for your employees being accountable for following rules and safe work practices?	
38.	Is your Director and/or top management accessible for S&H concerns? Give examples.	
39.	How is your Director and/or top management involved in S&H?	
40.	How is safety communicated with employees from management?	
41.	Does top management take an active interest in the S&H of subcontractors and visitors at this facility? How?	
42.	How are subcontractor held accountable for safety?	
43.	How is S&H considered when selecting subcontractors?	
44.	Do you see and use the results of the Annual S&H program evaluation?	
	Questions for Subcontractor Employees	Comments
45.	As a subcontractor employee, have you received adequate site safety orientation and do you feel you are held accountable for safe performance?	
46.	As a subcontractor, do you believe your company's safety and health performance was an important factor in being selected for this sub-contract?	

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Questions for Subcontractor Employees (cont.)		Comments
47.	Do you understand the safety requirements of your contract and do you believe that monetary penalties or dismissal can occur if they are involved with willful or repeated non-compliance?	
48.	Do you feel that the contractor has in place effective controls for the safety and health of subcontractors?	
Questions for S&H Professionals		Comments
49.	Is Safety & Health considered in long- range planning? Are S&H professionals involved with this planning?	
50.	Do you believe the S&H program is appropriate for the complexity of hazards and to ensure general compliance?	
51.	Are there adequate S&H resources for Project activities?	
52.	How is S&H performance part of the selection criteria for subcontractors?	
53.	Are the appropriate records of hours worked and injury and illness performance of subcontractors maintained?	
54.	What are the disciplinary actions for violation of S&H non-compliance?	
55.	What types of annual S&H program evaluations have taken place? Do you consider them to be adequate?	
Questions for Accident Council Members		
56.	What is the makeup of your safety committee? Do you feel there is appropriate management representation?	
Field Walkabout Questions		Comments
57.	Operations and conditions observed demonstrate a high level of concern for employee safety and health.	

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58.	There is adequate visible management involvement in worker S&H programs.	

Other Notes: