

DOE-VPP SELF-EVALUATION RATING CRITERIA

Team Member Guide

The five elements used in the Evaluation are defined as follows:

- I. Management Leadership - Provides the motivating force and the resources for organizing and controlling activities. Safety and Health (S&H) is considered a fundamental value and is visibly supported.
- II. Employee Involvement - Provides the means through which all employees (managers, exempt, non-exempt, and bargaining unit) are encouraged to participate in developing and/or expressing their own commitment to S&H protection.
- III. Work Site Analysis - Involves identification and evaluation of not only work site S&H hazards but also conditions and operations in which changes might occur to create hazards; investigation of accidents and near-miss incidents and provision of an employee concerns program.
- IV. Hazard Prevention and Control - Indicates the alternative techniques to be used for eliminating, preventing or controlling the work site S&H hazards in a timely manner.
- V. Safety and Health Training - Influences attitudes and knowledge of managers, supervisors and employees concerning their S&H responsibilities; stimulates interest in S&H and provides specific instructions concerning how to prevent on-the-job accidents and illnesses.

All five primary tenets and the numerous subelements are important for a successful safety and health program. As such, each subelement is evaluated separately on a scale of 0 to 10 in the analyses. This provides a basis for effectively monitoring improvements or declines in the implementation of each subelement on an annual basis. The sub-elements are described in the attached evaluation program forms.

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Evaluation Instructions

Step 1 Evaluate each one of the sub-elements listed on the Score Sheets.

In evaluating each element, proceed as follows:

- (a) Review the rating criteria established for each sub-element. Determine the present performance level relative to the standards of "Poor", "Fair", "Good", or "Excellent." The rating should be based on a combination of document reviews, facility walk downs, employee interviews, and assessment team discussions.
- (b) Score each item by inserting the number that is located both opposite the sub-element and under the appropriate heading. For example: If it is determined that the "S&H Policy Commitment" meets the criteria under "Good" – insert the number 5, 6, or 7 based on evaluator's or the team's evaluation results for the sub-element and listed under the heading "Good." All scoring should be discussed and reviewed by the team such that consensus is achieved.

Step 2 After completing the evaluation of all the sub-elements under a particular tenet, total the values of the numbers that have been inserted and take the average of all subelements as the overall rating (0-10) of the primary tenet. This average can be used as a baseline for the purpose of determining future progress.

Step 3 The intent of this process is not to determine a pass or fail grade, but to allow comparison of program performance year to year. This comparison will allow focus to be placed on tenets or sub-elements requiring improvement or identified as notable strengths. The average value score may be taken from each of the five primary tenets to arrive at a comprehensive "final score" (0-10), should that be desired.

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Used at the following location: _____ on _____.

Sub element	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
I. Management Leadership				
<p>1. Organization All critical elements of the safety and health (S&H) program, including the VPP tenets, are part of the written program</p>	<p>No written program is available that discusses the safety and health program.</p> <p>Critical elements of the safety and health program are neither identified nor assigned.</p>	<p>A written program that identifies critical element of the safety and health program is issued and available to employees.</p>	<p>A written program that identifies critical elements of the safety and health program including VPP tenets is:</p> <ul style="list-style-type: none"> ▪ Issued ▪ Available to employees ▪ Communicated to employees <p>Employees know whom to contact about a safety or health concern.</p> <p>The safety and health program is reviewed periodically.</p>	<p>Meets “Good” criteria and</p> <p>Employees are empowered to resolve safety or health concerns.</p> <p>The safety and health program is reviewed annually.</p> <p>Safety Improvement Plans are prepared in partnership between employees and managers through the accident councils.</p>
<p>2. Responsibility 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.</p>	<p>Safety and health responsibilities for employees and managers are not formally identified and documented.</p>	<p>Safety and health responsibilities are mostly identified and available for employees and managers and documented in a procedure, policy, or work plan.</p>	<p>Safety and health responsibilities are identified, documented, and available for employees and managers in a procedure, policy, or work plan.</p> <p>Employees and managers are provided information on their safety and health responsibilities during orientation or periodically as needed for special emphasis.</p>	<p>Meets “Good” criteria and an assessment is conducted periodically to determine the level of knowledge about safety and health responsibilities.</p> <p>Reiteration of safety and health responsibilities is provided annually through performance assessments or by some other mechanism.</p>
<p>3. Accountability Managers, supervisors, and employees are held accountable for meeting their assigned S&H responsibilities. A documented performance system is in place.</p>	<p>Employees and line managers are not aware of safety and health responsibilities, are neither held accountable for the safety and health of the employees nor for providing a safe workplace.</p>	<p>Employees and line managers are knowledgeable of their safety and health responsibilities, are held accountable, but accountability is not reflected on a performance appraisal.</p>	<p>Employees and line managers are knowledgeable of their safety and health responsibilities, are held accountable, and it is reflected in the performance appraisal process.</p> <p>A consistent disciplinary policy is issued and used.</p> <p>Specific performance objectives are identified in performance appraisals.</p>	<p>Meets “Good” criteria and</p> <p>The annual performance review, including safety and health performance, is used in the merit program.</p>

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Sub element	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
<p>4. Resources 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.</p>	Nothing has been done to determine if the safety and health program is of the proper size and nature for the complexity of the work and the hazards present.	<p>A determination has been made that the safety and health program activities are appropriate for the size and complexity of the hazards present in the workplace.</p> <p>The basis for the decision of adequacy is not documented.</p>	<p>A determination has been made that the safety and health program activities are appropriate for the size and complexity of the hazards present in the workplace.</p> <p>Documentation of adequacy is available and reflected in the budgets.</p> <p>Accident councils and special task teams are often used to assist/ supplement the safety and health program and to provide worker involvement.</p>	<p>Meets “Good” criteria and:</p> <p>Special task teams have a history of completing assigned work, solving safety and health issues, and communicating the information back to the employees.</p>
<p>5. Program Evaluation. A system for evaluating the success of the S&H program in meeting the goal and objectives is in place.</p> <p>a) The system provides for an annual, written report, including recommendations for improvements and timely follow-up.</p> <p>b) The evaluation assesses the effectiveness of each applicable VPP element and sub-element.</p> <p>c) The evaluation is conducted by competent personnel.</p>	No system is available for evaluating the safety and health program.	A system is used for evaluating the safety and health program but it is informal.	A formal system is used to evaluate all elements of the safety and health program. The system includes an annual written report, including recommendations for improvement.	<p>Meets “Good” criteria and</p> <ol style="list-style-type: none"> 1. Provides recommendations for improving the safety program and culture 2. Evaluates the effectiveness of the safety and health program based on the VPP elements and subelements 3. Uses trained and competent employees to lead the assessment. 4. Improvement actions are tracked to completion.

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<p>6. Planning 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.</p>	<p>Planning to support the safety and health program is minimal.</p> <p>Personnel have responsibility to perform tasks related to safety and health but have no authority to effect change.</p> <p>No commitment of resources to support the safety and health program is identified.</p>	<p>Planning to support the safety and health program includes discussion or review with safety professionals and a budget is established.</p> <p>Responsible employees, managers, and safety staff have authority to perform safety and health tasks but resources are very limited or unknown.</p>	<p>Safety and health professionals are included in budget preparation and establishing priorities. Facility budgets include safety and health activities.</p> <p>Responsible employees, managers, and safety staff have authority to perform safety and health tasks and resources are documented.</p>	<p>Meets “Good” criteria and includes employees through the accident councils and special task teams in the budgeting and priority setting activities.</p> <p>Additional resources are available based on priority of task. Documentation of funding for past special cases is available.</p>
<p>7. Contract Workers.</p> <p>a) S&H programs are considered of subcontractors during the evaluation and selection process.</p> <p>b) Records of the hours worked and the injuries and illnesses by subcontractor employees are kept.</p> <p>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.</p> <p>d) The participant demonstrates that the above contract provisions have been carried out.</p>	<p>No subcontractor evaluation process for selection is available.</p> <p>Minimum information on subcontractor performance is available, and minimum subcontractor oversight is provided.</p>	<p>A subcontractor evaluation process is available but may not include some of the following:</p> <ul style="list-style-type: none"> • Review records of hours worked, injury rates, and documentation • Provide for oversight and enforcement of the safety and health program requirements • Provide for correction of hazards • Provide for penalties for willful or repeat noncompliance 	<p>A subcontractor evaluation process is available and</p> <ul style="list-style-type: none"> • Reviews records of hours worked, injury rates, and documentation • Provides for oversight and enforcement of the safety and health program requirements • Oversight documentation is available for inspection • Provides for correction of hazards • Provides for penalties for willful or repeat noncompliance 	<p>Meets “Good” criteria and a formal written program exists and is effectively implemented.</p>

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<p>8. Site Orientation. 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.</p>	No site orientation training is available for subcontractors, vendors and visitors to understand safety and health accountability.	<p>Site orientation that identifies safety accountability is provided for subcontractors, vendors, and visitors.</p> <p>Minimal oversight is provided.</p>	<p>Site orientation that identifies safety accountability is provided for subcontractors, vendors, and visitors.</p> <p>Some oversight is provided.</p>	<p>Site orientation that effectively identifies S&H roles, responsibilities, and accountability is provided for all personnel including subcontractors, vendors, and visitors.</p> <p>Effective oversight is provided and programs are updated periodically.</p>
<p>9. Employee Notification 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.</p>	No documented goals and objectives of the safety and health program are identified or communicated to employees.	Safety goals are communicated to employees but are not attainable, measurable, or relevant to the workplace hazards or trends of the injuries.	Safety goals are communicated to employees and are attainable, measurable, and relevant to the workplace hazards or trends of the injuries.	Meets “Good” criteria and additionally safety goals are part of the Safety Improvement Plans (SIPs) which is prepared in partnership with employees and managers. The SIP is available to all employees and establishes the objectives and activities to meet the goals.
<p>10. Commitment. 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.</p>	There is no written policy setting safe and healthy work condition expectations.	There is a written policy setting safe and healthy work condition expectations. The policy is available to all employees but is not well understood. There is minimal evidence of top-level management commitment to the policy.	There is a written policy setting safe and healthy work condition expectations. Most employees understand the policy. There is evidence of top-level management commitment to the policy.	The written policy setting safe and healthy work condition expectations is periodically updated as needed. All employees and contractors understand the policy. There is evidence of commitment to the policy by the entire management team.

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II. Employee Involvement				
<p>11. Degree and Manner 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.</p>	<p>Employees are not routinely involved in the S&H programs, or in the decisions that effect their health and safety.</p> <p>Employees on a limited basis report hazardous conditions and practices to their management.</p> <p>Employee involvement in safety and health issues is not encouraged or rewarded.</p> <p>Members of the work force feel production has priority over safety.</p>	<p>Some evidence exists employees are generally involved in the safety and health program with limited input.</p> <p>Employees feel that management will sometimes consider their safety and health input.</p> <p>Minimal employee participation on safety related committees, with limited safety and health training.</p> <p>Limited participation by employees resolving work place safety and health issues, and in the job hazard analysis process.</p>	<p>Employees are encouraged to participate in all aspects of S&H programs.</p> <p>An effective mechanism is in place to report unsafe conditions and receive feedback on corrective actions.</p> <p>Employees are encouraged to get involved in S&H committees, hazard analysis, special task teams, and are as involved as they want to be.</p> <p>Volunteers are offered meaningful training to allow a means for providing an impact in the decision-making processes. Volunteer employees may also provide training to other employees.</p>	<p>Employees at all levels demonstrate real ownership of their S&H program and can identify their role.</p> <p>Employees' ideas are used in developing processes to reduce work place hazards and employees are recognized for their extra effort. Employees have a substantial impact on the design and operation of the safety and health program.</p> <p>There are multiple documented avenues for employee participation. The avenues are well known, understood and utilized by most employees. Safety committees and other awareness programs are in place and show that leadership roles are clearly shared by the workers and management.</p> <p>Employees receive training in areas that will allow them an opportunity to provide good leadership, knowledge and communication skills.</p>
<p>12. Safety & Health Committees 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.</p>	<p>Minimal opportunity exists for volunteers to participate.</p>	<p>Management appoints S&H committees and task teams.</p> <p>Limited employee involvement on committees, task teams, and other safety-related problem-solving groups.</p> <p>Minimal training on safety and health awareness issues.</p>	<p>Employees receive training and are encouraged to participate in identifying and resolving safety issues or problems.</p> <p>Volunteer employees are given the opportunity, including necessary training/ qualifications, for on-the-job training or evaluation (OJT/OJE), accident investigation, hazard recognition, etc.</p>	<p>Employees are empowered to resolve safety and health concerns, actively plan S&H committee meetings, develop awareness programs, and provide informational feed back.</p> <p>Employees receive training that allows them to identify and resolve safety and health problems along with training of other employees.</p>

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III. Worksite Analysis				
<p>13. Pre-use/Pre-Startup Analysis 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"> • Pre-job planning and preparation should be conducted for different phases of activities, such as experiments. • 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. • For construction, a comprehensive safety and health project design evaluation is required. 	<p>S&H personnel are not consulted for safety review and approval on new or altered processes or new materials.</p>	<p>S&H personnel are occasionally invited to provide an opinion on new or altered processes or new materials.</p>	<p>Systems have been established requiring the S&H representatives to approve all new or altered processes or new materials. Effective Job Hazard Analysis is performed.</p>	<p>In addition to the requirements for a "Good" rating, evidence exists to demonstrate that S&H does approve new or altered processes or new materials. S&H personnel are involved in the up-front planning for new or altered processes and material.</p>

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<p>14. Comprehensive Surveys 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"> • A baseline survey of S&H hazards is accomplished through initial comprehensive industrial hygiene and safety surveying. • Nationally recognized procedures for all sampling, testing, and analysis must be used, and written records of results are maintained. 	<p>No baseline hazards and exposure assessment survey has been performed.</p>	<p>Qualified staff has completed partial baseline worksite assessments.</p>	<p>Trained/competent professionals complete baseline worksite assessments. Baseline worksite assessments have been performed on all major operating facilities.</p> <p>Nationally recognized procedures for all sampling, testing, and analysis are used, and written records of results are maintained.</p>	<p>In addition to criteria covered under "Good," the assessment results are documented and communicated to employees.</p> <p>Facility/organization works in concert with S&H group in expediting corrective action.</p>
<p>15. Self-Inspections 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>S&H inspections, when conducted, are by appointed management.</p> <p>There is no established frequency for the conduct of inspections.</p>	<p>Appointed or volunteer management or professionals conduct S&H inspections.</p> <p>A schedule of inspections is established, but is not always maintained due to other priorities.</p>	<p>Trained teams of management, professionals, and nonexempt employees, who have been appointed or volunteer, conduct routine S&H inspections.</p> <p>For the most part, these inspections are scheduled and conducted monthly such that all operational areas are reviewed at least quarterly.</p> <p>For construction area inspections are conducted on a weekly basis.</p>	<p>In addition to the criteria for "Good," results of the S&H inspections are effectively reported and open issues are tracked through completion.</p> <p>Personnel involved with the inspection process have received basic hazard recognition training. The members of the inspection teams are recognized for their extra effort.</p>

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<p>16. Routine Hazard Analysis 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>Routine jobs, tasks, and process operations are completed without the benefit of a hazard analysis.</p>	<p>Some routine jobs, tasks, and process operations are completed with the benefit of a hazard analysis.</p>	<p>All routine jobs, tasks, and process operations are completed without the benefit of a hazard analysis.</p>	<p>Employees are involved hazard analysis for routine jobs, tasks, and process operations.</p>
<p>17. Employee Reporting of Hazards 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>Processes for the tracking of safety or hazard issues do not exist, or may be established and sometimes utilized, but many items are not being corrected in a timely fashion or are not closed out.</p> <p>There is no reliable system for employees to notify management of conditions or practices that appear hazardous and to receive a timely and appropriate response without fear of reprisal.</p>	<p>Some safety or hazard issues requiring correction are being tracked, and closed. A process is available to track safety issues. Employees involved may be informed of status.</p> <p>Infrequent or ineffective S&H discussions between supervisor and employees occur. An employee system to notify management of hazardous conditions or practices exists but is ineffective or infrequently used.</p>	<p>Management and workers have a clear understanding of issues/ concerns and the need for action. Issues are tracked to completion and concerned employees are made aware of the outcome.</p> <p>An effective system exists for employees to notify management of hazardous conditions or practices, with timely and appropriate responses.</p> <p>Issues are effectively tracked to closure.</p>	<p>Concerned employees are involved in the resolution of identified safety issues. The resolution is a cooperative effort between organizational levels and functions. Process risk ranks issues to focus resources on priority items. All affected employees are informed of status.</p> <p>In addition to items covered under "Good," managers make good use of established S&H work practices and procedures and regularly review job S&H requirements with each worker. Several mechanisms are in place for effectively reporting S&H concerns.</p>

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<p>18. Accident Investigations 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>No opportunity exists for employees to participate in S&H injury and illness investigation teams.</p> <p>Guidance or direction for the conduct of investigations is vague.</p>	<p>Some opportunity exists for employees to participate in S&H injury and illness investigation teams. Written reports with incident causes and corrective actions may be available, but are not effectively disseminated.</p>	<p>Trained participants that include management, professional, and/or nonexempt employees conduct injury and illness investigations. Reports identify root causes and corrective actions, and information concerning the events is disseminated for lessons learned.</p>	<p>In addition to the criteria for "Good," the results of the investigation and recommended corrective actions are reported to the S&H Committee and corrective actions are tracked to completion. The team participants are recognized for their extra effort.</p>
<p>19. Trend analysis 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>	<p>No comprehensive analysis of occupational injuries and illnesses exists to identify prevalent types of accidents, cost, workdays lost, etc. The appropriate department managers are not notified. Occupational injury or illness reports or trend analysis are not effectively used for injuries or inspection results.</p>	<p>Partial trend analysis of accidents, costs, workdays lost, and inspection results are distributed only to members of the S&H committee and top management. Inadequate or ineffective use is made of the occupational injury or illness reports and data. Inadequate or incomplete reports are documented. Many reports are poorly prepared. OSHA 200 log is accurate and complete.</p>	<p>Effective analysis by type, location, cost and other variables is performed (e.g., shift, time of day, day of wk., employee experience). Results are distributed to all levels of management and discussed in site S&H Committee meetings. Issues from inspections and employee reports of hazards are analyzed. Occasionally reports may require return to the managers for explanation or completion. Majority of required reports are submitted on time and completed in detail.</p>	<p>In addition to effective accident analysis, management uses the results to pinpoint major accident problems so that long or short-range accident prevention objectives can be established. Supervisory reports are completed in detail and monthly S&H statistics are made available to employees. Required reports are completed in detail and submitted on time. Trend analysis is being completed on inspection results and employee reports of hazards.</p>

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V. Hazard Prevention and Control				
<p>20. Professional Expertise 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.</p>	<p>Inadequate safety and health professionals and/or resources are available to support facilities and/or care for employees.</p>	<p>OS&H professionals are available to support activities, if requested.</p> <p>OS&H professionals conduct workplace surveys in response to accidents, complaints, or compliance issues.</p>	<p>Safety and health professionals conduct comprehensive surveys of the work place on a periodic basis and update facility hazard inventories.</p> <p>Certified professionals are available to support the OS&H staff and facilities, as requested.</p>	<p>In addition to periodic surveys, professionals are involved in the review of planned/new facility, process, material, or equipment is fully reviewed by OS&H professionals and hazard inventories updated.</p> <p>Certified professionals are available to support the OS&H staff and facilities, as requested.</p>
<p>21. Safety and Health Rules 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.</p>	<p>Safe work practices and rules, are not effectively utilized or enforced.</p>	<p>Safe work practices and procedures are in place and generally used by most employees.</p> <p>Procedure updates are completed only as required to meet periodic review requirements.</p>	<p>Safe work practices and operating procedures are understood and regularly used by employees.</p> <p>Procedures are maintained current.</p>	<p>Safe work rules and procedures are thoroughly understood and incorporated into daily activities as the basis for work and hazard control. In addition to any periodic reviews, procedures are reviewed against any planned change in process, equipment or activities to insure that any new hazards are identified and controlled.</p>
<p>22. Personal Protective Equipment. 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.</p>	<p>There is little to no evidence of PPE use is based on hazard analysis that supports PPE selection and consideration of better controls.</p>	<p>PPE selection and use is based on hazard analysis conducted by those with requisite skills and knowledge without consideration for use of better controls.</p>	<p>PPE selection and use is based on hazard analysis conducted by those with requisite skills and knowledge. Consideration of better controls was part of the decision process for PPE use.</p>	<p>PPE use was low as better controls, based on the hazard analysis, were routinely utilized.</p>

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<p>23. Preventive Maintenance There is preventive/predictive maintenance (PM) and monitoring to prevent workplace equipment from becoming hazardous.</p>	A PM schedule is in place but is often allowed to slide. Significant backlog of PM work is evident.	A PM schedule is in place and is usually followed except for higher priority work.	An effective PM system is in place and covers applicable equipment. PM backlog may exist but overdue items are being prioritized and tracked to completion.	An effective PM system is in place, covering all applicable equipment. Clear goals and objectives are defined to track and trend overdue work to minimize any backlog of scheduled work and impact to the facility/project.
<p>24. Emergency Preparedness. 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.</p>	There is an emergency response plan, but training and drills are weak and roles are unclear. Not all employees understand required response to plant emergencies. Emergency equipment including crash phones, emergency kits, etc. are in place but employees aren't aware of locations or use.	In addition to the emergency plans/procedures, there is an effective facility Emergency Response Organization (ERO), but other facility personnel maybe unfamiliar with their response actions. Emergency equipment is in place but only the ERO is familiar with the use of the equipment. Annual evacuation drill conducted as required.	Emergency plans and procedures are readily available for use and reference in the event of an emergency. Most employees have a good understanding of emergency response actions, the location of necessary equipment and how to use them if appropriate. Emergency response training is conducted periodically in addition to annual drills to improve emergency response	All employees know how to effectively respond in the event of an emergency due to planning, training and drills. Emergency response training is effectively evaluated with corrective actions developed and tracked to closure to address any weaknesses. Emergency equipment is in place and regularly tested/inspected. All employees understand the use of emergency communication equipment.
<p>25. Radiation Protection There is a radiation protection program that monitors and protects employees from workplace radiological hazards.</p>	Inadequate radiation protection staff and resources are available to support facility activities	Radiation protection staffs are available to support activities, if requested. Radiation Protection staff conduct surveys and monitoring of workplace conditions in response to unplanned exposures, accidents, or 10 CFR 835 compliance issues.	Radiation Protection staff conduct comprehensive surveys of the workplace on a periodic basis and update for changing conditions. Employees know whom to contact about a radiological concern. Certified and/or qualified Radiation Protection staff are available to support the activities, if requested.	Meets "Good" criteria and Radiation Protection staff are involved in the review of planned/ new facility, process, material, or equipment where radiological hazards are present or a concern. Employees are involved in radiation protection program activities, i.e. Job Hazard Analysis, ALARA Committees, Pre-Job Radiation Work Permit review, etc.

DOE-VPP SELF-EVALUATION RATING CRITERIA

Subelement	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
<p>26. Medical Programs 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>Occupational medicine staff, Emergency Medical Technicians or qualified first aid/CPR providers are not readily available.</p>	<p>Trained medical staff or qualified first aid/CPR providers are available to all employees.</p> <p>Some employees receiving routine medical examinations indicate that examination results are adequately explained or questions answered.</p> <p>Occupational medical staff members participate in occasional tours of facilities and process areas.</p>	<p>Trained medical staff, EMTs, or qualified first aid/CPR providers are available on all shifts.</p> <p>OS&H and Medical staff members discuss and evaluate issues including potential exposures to hazardous agents and ergonomics problems.</p> <p>Most employees receiving medical evaluations indicate results are satisfactorily explained and their questions/concerns addressed.</p>	<p>There is a close working relationship between the Occupational Medicine staff and the project OS&H professionals. Efforts to identify and correct exposure hazards are effectively managed.</p> <p>OS&H professionals participate with Occupational Medicine staff in managing employee injury cases to identify and correct the causes of work places injuries.</p> <p>All employees indicate satisfaction with the explanation of medical exam results.</p>
<p>27. OS&H Program List Special hazards, with OSHA program requirements (Blood Borne Pathogen, Confined Space, etc.) or DOE program requirements (Beryllium, explosive, etc) are implemented when applicable.</p>	<p>There are special hazards which are not addressed in any program plan.</p>	<p>There are special hazards which are that are addressed in program plans whose hazard control processes are not fully implemented.</p>	<p>There are special hazards whose hazard control processes are fully implemented.</p>	<p>Employees are involved in developing, providing feedback on hazard control processes of special hazards.</p>

DOE-VPP SELF-EVALUATION RATING CRITERIA

Subelement	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
V. Safety and Health Training				
<p>28. Employees 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>Employees rely on personal experience and informal peer training to meet S&H needs.</p>	<p>S&H training is provided to employees when a need is apparent, but experienced personnel are assumed to know their responsibilities and how to protect themselves from the hazards of the work.</p>	<p>Management provides the required training to employees and are committed to high quality hazard awareness training for employees. Required training is tracked to ensure all employees remain current for assigned duties.</p>	<p>Employees receive and remain current on all required training and are provided with opportunities to obtain additional training on hazard assessment and other skills. Employees assist in developing and delivering training.</p>
<p>29. Supervisors 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>There is no formal training or mentoring process for supervisors roles and responsibilities for S&H.</p>	<p>Supervisors make reasonable efforts to meet their S&H responsibilities and have received minimal training or mentoring on hazard analysis, discipline, and procedure compliance.</p>	<p>Most supervisors have a good understanding of their roles and responsibilities for S&H, assist in worksite analysis, understand the disciplinary and emergency response systems, and reinforce employee training.</p>	<p>Virtually all supervisors have an excellent understanding of their S&H roles and responsibilities, assist in hazard evaluations, reinforce employee S&H training, enforce discipline, and can explain work procedures and emergency response actions.</p>

DOE-VPP SELF-EVALUATION RATING CRITERIA

Subelement	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
30. Managers 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.	Managers generally show little understanding of their S&H management responsibilities.	Managers are generally able to describe their S&H roles and responsibilities, but often have trouble modeling expectations.	Managers generally show a good understanding of their S&H management roles and responsibilities and usually model expectations.	Managers have received formal training in S&H management, and can explain and model their roles and responsibilities.

DOE-VPP Self-evaluation process rating criteria based on e-VPP sequence

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