

VPP Annual Self-Evaluation Worksite Analysis Reviews and Questions

	Documentation Reviews	Comments
1.	Inspection and self-assessment records, document that management has a system in place to identify and correct hazards.	
2.	Documents showing evidence of comprehensive surveys being conducted by S&H professionals. The process has been in place for at least 12 months.	
3.	Job Safety Analysis (JSA's) are performed for most hazardous jobs and reviewed in the last 12 months.	
4.	Documentation demonstrating that employees doing jobs are interviewed or involved with hazard analysis and jobs are revised or training updated within the last 12 months, if necessary.	
5.	Documentation demonstrating that hazard analysis is applied to projects showing project phases with continuous changing worksites has been identified.	
6.	Sampling of documents shows evidence of thorough analysis of new facilities and activities, including new chemicals. The system for pre-startup/use analysis has been in place at least the last 12 months.	
7.	Inspection records exist demonstrating routine inspections in continuous activities and construction and has been effective for at least 12 months.	
8.	Evidence that a written program of industrial hygiene monitoring and sampling is in place and adequate.	
9.	A sampling of written reports of inspections and IH sampling indicates corrective actions are tracked to completion. No patterns of recurring hazards have been noted.	
10.	There is documentation that maintenance requests with safety issues are prioritized and addressed in a timely fashion.	

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	Documentation Reviews (cont.)	Comments
11.	There is documented evidence that employee safety concerns are handled in a timely manner. The process has been in place for at least 12 months.	
12.	There is written evidence that first aid cases, injuries, accidents and other incidents are investigated and result in narrative reports. The process has been in place for at least 12 months.	
13.	Documentation that lessons learned and accident reports are shared with all employees.	
14.	Documentation exists showing evidence of hazards corrected from results of accident investigations.	
15.	Documentation provides evidence that trending exists on injury data, incidents, inspections, and employee report of hazards.	
16.	Evidence that results from trending are used and contributes to S&H goals and objectives.	
17.	Evidence that trending results are available to all employees.	
	Questions for All Employees	Comments
18.	What system is used to identify and correct hazards?	
19.	In what ways are job hazard analysis' done? What are the steps in a job hazard analysis process?	
20.	What is done with the results from job hazard analysis?	
21.	When a new process is introduced, what takes place in regards to hazard analysis?	
22.	Have you observed any monitoring of Industrial Hygiene type hazards?	
23.	Have you participated in Safety & Health inspections? What normally results from issues found during the inspections?	

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	Questions for All Employees (cont.)	Comments
24.	Have you had any training for conducting S&H inspections?	
25.	Do identified hazards get corrected and is this done in a timely manner? Examples?	
26.	What is management's reaction when issues or concerns are reported? Is there concern of reprisal when reporting safety issues or concerns? Are you encouraged by management to report S&H concerns?	
27.	Are accidents/near misses investigated? Do you hear of near miss/accident reports and lessons learned from the event?	
28.	Do you feel workers are blamed or are systems identified for correction as a result of investigations?	
29.	Are lessons learned from investigations shared with employees? What examples do you have?	
30.	What type of S&H information is trended in your Project or Facility? How is the trending information used?	
31.	Do you hear or see the results of trending of Project or facility S&H data?	
	Questions for Managers/Supervisors	Comments
32.	What systems are used to identify and correct hazards? Are hazards promptly corrected?	
33.	How is job hazard analysis done? For what activities and by whom? How frequently are the analyses updated?	
34.	How are new hazards identified and mitigated?	
35.	Is there a system for conducting routine inspections to review general hazards and controls? Explain.	
36.	Who performs S&H inspections? What training has been provided to perform S&H inspections?	

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	Questions for Managers/Supervisors (cont.)	Comments
37.	Do you know of any examples of positive reinforcement for reporting of hazards?	
38.	Are employees comfortable with reporting accidents and/or near misses? Are the recommendations implemented? Examples?	
39.	How are lessons learned shared with employees? Examples?	
40.	What information is trended? How is this information used?	
	Questions for Subcontractor Employees	Comments
	None	
	Questions for S&H Professionals	Comments
41.	What types of comprehensive S&H surveys are conducted for all of the facilities? Who performs these surveys?	
42.	Have the occupational physicians and nurses been involved with surveys of the work areas? How frequently do they tour the facilities?	
43.	Is there a system in place for conducting routine inspections to review general hazards?	
44.	What type of routine IH monitoring is provided? What guidance is in place and what equipment and procedures are used?	
45.	Are accidents and near-miss incidents investigated?	
46.	What assurances do you have that records of injuries and illnesses are properly maintained? Who is responsible for these?	
47.	Are the records for minor injuries and illnesses maintained and reviewed for programmatic weaknesses?	
48.	What type of S&H information is trended and how is the information used? Has the system been in place for 12 months?	

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	Questions for Accident Council Members	
	None	
	Field Walkabout Questions	Comments
	None	

Other Notes: