

VPP Annual Self-Evaluation: By the numbers

**21st Annual National VPPPA Conference
August 24, 2005 Dallas Texas
Session: WA14**

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VPP Annual Self-Evaluation: By the numbers

Workshop Summary:

Attendees will walk-away with a proven employee-developed process to conduct their annual VPP self-evaluation. This process is used by VPP Star sites and others pursuing Star status. The easy-to-use process guides employee teams through the review process and ends up with useful grades and specific recommendations.

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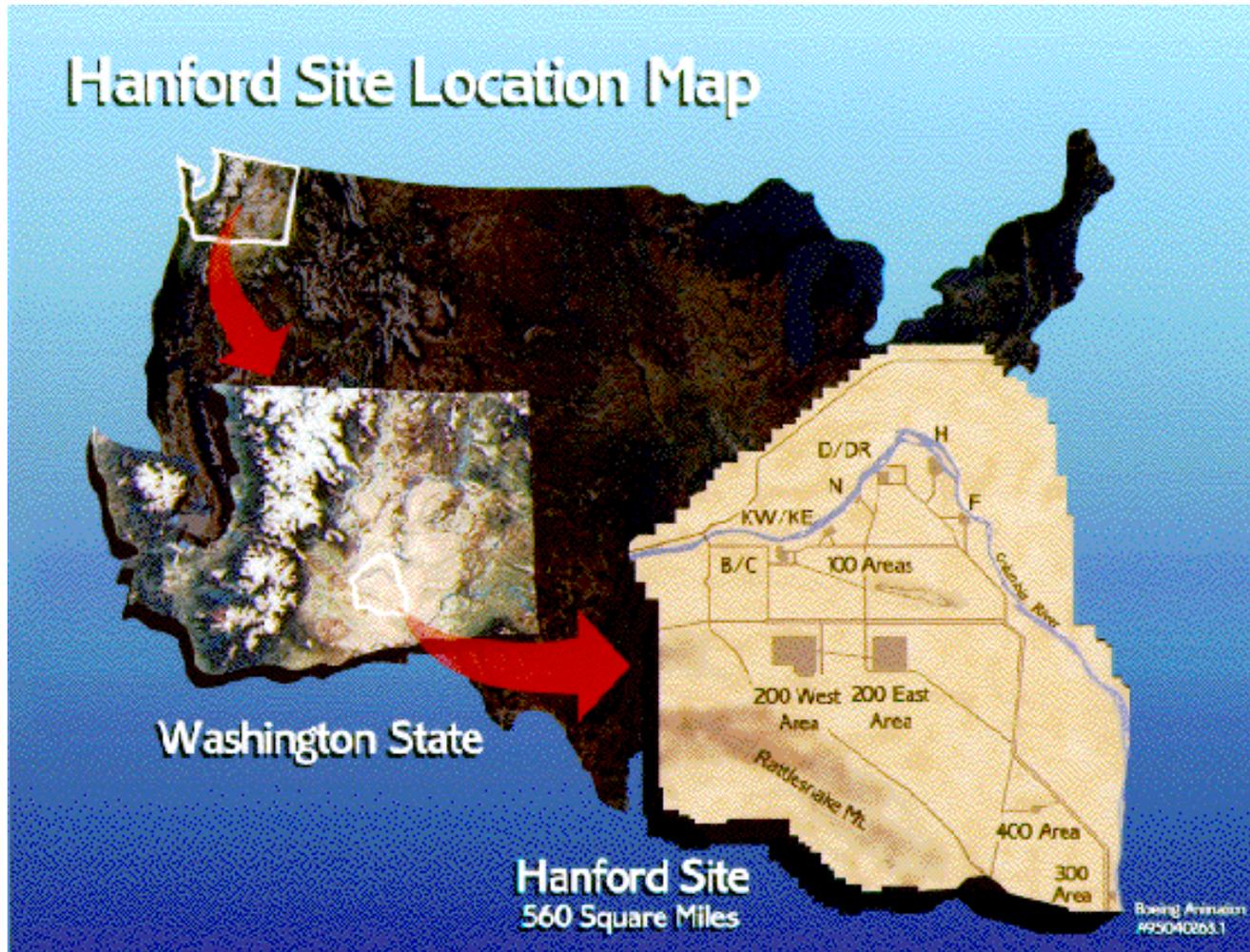
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- Why do a Self-Assessment?
 - It focuses continuous improvement and...
 - It's a VPP process requirement
 - OSHA
 - CSP 03-01-002, TED 8.4 *Voluntary Protection Programs (VPP): Policies and Procedures Manual, Appendix D.*
 - Department of Energy
 - DOE/EH-0434, *U.S. Department of Energy, Voluntary Protection Program, Part II: Procedures Manual, Page 37.*

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Hanford Site Location Map



Often called the world's largest environmental cleanup project.

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- U.S. Department of Energy (DOE) at Hanford
 - 7 prime contractors
 - 9 principal subcontractors
 - ~9,000 employees
 - 9 DOE-VPP Star sites
 - 2 DOE-VPP Merit sites
 - 2 Pursuing DOE-VPP recognition

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- Developing the Process
 - How we did it
 1. Employee-based team formed in 2002
 2. Merged OSHA and DOE VPP questions
 3. First used in mid-2002
 4. Updated after two years of experience
 5. Process used 12 times in past year
 6. Just updated to align with DOE-HQ's new *e-VPP* reporting process (Covered in Session WB-02)

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- Describing the Process
 - It's very simple
 1. Identify evaluation team
 2. Hold pre-meeting – Establishing expectations
 3. Gather facts - Getting into the interview groove



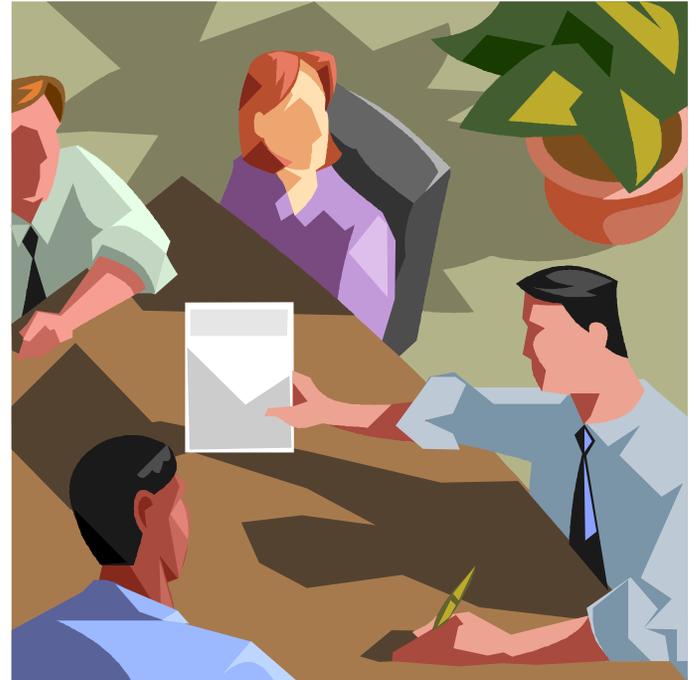
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- Describing the Process – cont.
 4. Hold team meetings – Sharing and expressing needs
 5. Consensus – Making sense out of the interviews and data review
 6. Scoring – Grading each tenet sub-area for future trending
 7. Report writing – Scoring Worksheet

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- Example Pre-meeting training
 1. Rating Criteria sheets
 2. Score Sheets
 3. Evaluation Questions
 4. Final Report
 5. Role of the Smart Books
 6. Picking who to interview



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➤ Example Pre-meeting training

1. Discuss the Rating Criteria sheets

Subelement	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
I. Management Leadership				
2 Goal and Objectives. There are established and communicated goals and related objectives for the safety and health program that are clearly understood.	No documented goals and objectives of the safety and health program are identified.	Goals and objectives of the safety and health program are identified but may not be effectively written or communicated to the employees.	Goals or objectives of the safety and health program are: <ul style="list-style-type: none"> ▪Written ▪Communicated to the employees ▪Reviewed periodically 	Meets “Good” criteria and has Safety Improvement Plans (SIPs) that are prepared in partnership between employees and managers through the accident councils.

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➤ Example Pre-meeting training

2. Discuss the Score Sheets

I. MANAGEMENT LEADERSHIP

VPP Subelement	<u>Rating</u> Poor 0-1 Fair 2-4 Good 5-7 Excellent 8-10	Comments
2 <u>Goal and Objectives</u> . There should be an established and communicated goal and related objectives for the safety and health program so that the desired results and the planned measures for achieving those results are clearly understood.	9	2004 safety goals and objectives are identified in the project Safety Improvement Plan (SIP) which were jointly developed by the Employee Zero Accident Council (EZAC) and management. The SIP is stated on a quarterly basis at the project EZAC. Copies of the SIP were distributed to each employee and are posted on the Safety Information Boards.

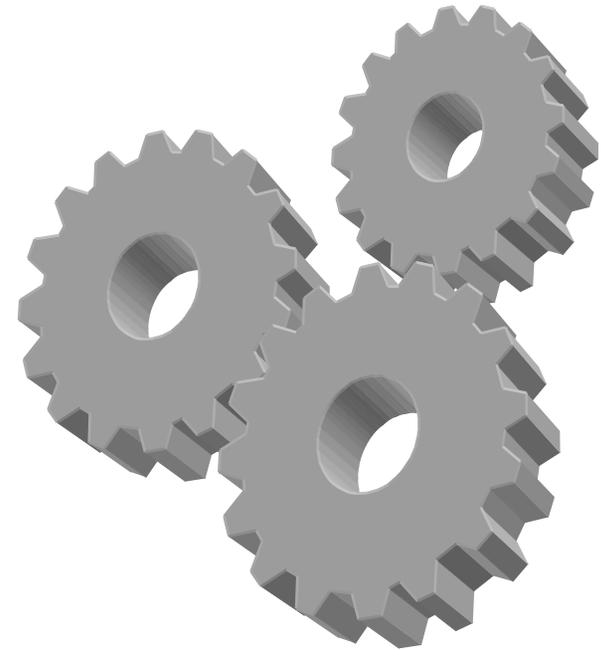
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➤ Example Pre-meeting training

3. Discuss the Evaluation Questions

Management Leadership Reviews and Questions

	Documentation Reviews	Comments
2.	Written version of Project S&H goals and objectives are easily accessible.	
	Questions for All Employees	Comments
14.	What are the Project/Facility Safety & Health goals/objectives?	
	Questions for Managers/Supervisors	Comments
25.	What are the Project or Facility S&H goals and objectives?	
	Questions for Subcontractor Employees	Comments



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➤ Example Pre-meeting training

4. Drafting the Final Report

- Tenet team submit draft Scoring Sheet
 - Rating number
 - Supporting comment
 - Exemplary items
 - Improvement items
- Total team reviews/discusses and comes to consensus
- Final Report typically is issued within three working days

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➤ Example Pre-meeting training

5. Discuss the role of the Smart Books

- Supplement the Application
- Contain
 - Latest organization charts
 - Maps
 - Scheduled plant activities
 - Points of Contact List
 - More



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➤ Example Pre-meeting training

6. Picking who to interview

- Fixed - Pick by position/location
 - Safety Council Chair
 - Union Steward
 - Crew B Supervisor
- Random
 - Every fourth person on org chart
 - Newest employee
 - Longtime employee
 - All those with your first name

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➤ Results of the Process



- ✓ Team members like the ease of use
- ✓ Team Leads like the simplicity of the final report
- ✓ Sponsoring organizations like grades and descriptive improvements and accolades

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- Star / Merit sites use the report as part of their annual February submittal to OSHA or DOE
 - Department of Energy has developed an electronic process to submit applications and annual submittals

Attend Session WB02 *e-VPP: A Web-based VPP management system* for more information

- Resources
 - Rating Criteria, Scoring sheets, and Tenet-based Questions are located at:
<http://www.hanford.gov/safety/vpp/vpppage.htm>

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