



VPP “How To” Guide

*A Guide to Implementation for the
Department of Energy
Voluntary Protection Program*

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1. What is VPP?

The Department of Energy Voluntary Protection Program (DOE-VPP) is a program designed to promote safety and health excellence through cooperative efforts among labor, management, and government at the Department of Energy (DOE) contractor sites. The VPP concept recognizes that compliance enforcement alone will never fully achieve the objectives of the Occupational Safety and Health Act. Good safety management programs that go beyond OSHA requirements, standards, and DOE directives and requirements will protect workers more effectively than verbatim compliance. Those VPP programs and facilities that are certified as having obtained excellence serve as a model for others to follow where continuous improvement will lead to the ultimate goal of zero injuries.

VPP provides the opportunity to develop a cooperative relationship between management, labor and the government and promotes innovation and expansion of cooperative programs. It also promotes mentor-protégé relationships between contractor sites such that the health and safety of all workers across the DOE complex is advanced.

The DOE recognizes true excellence can be encouraged and guided but not standardized. For this reason, on January 26, 1994, the Department initiated the DOE Voluntary Protection Program (DOE-VPP) to encourage and recognize excellence in occupational safety and health protection. The DOE-VPP closely parallels the Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP), which was established by OSHA in 1982 and has demonstrated that cooperative action among government, industry, and labor can advance the level of excellence in worker health and safety.

The DOE-VPP outlines areas where DOE contractors and subcontractors can comply with DOE orders and OSHA standards while also “stretching for excellence.” DOE-VPP emphasizes systematic and creative approaches involving the cooperative efforts of

everyone in the contractor and subcontractor workforces at DOE sites, including contractor management and workers.

Requirements for DOE-VPP participation are based on comprehensive management systems, with employees actively involved in assessing, preventing, and controlling the potential health and safety hazards at their sites. DOE-VPP is designed to apply to all types of contractors in the DOE complex. It encompasses Production, Research, Construction, Service, Security and various other organizations.

DOE contractors are not required to apply for participation in the DOE-VPP. In keeping with OSHA’s VPP philosophy, participation is strictly voluntary. Additionally, participants may withdraw from the program at any time.

DOE-VPP consists of three programs, which are based on and similar to those in OSHA’s VPP. These programs are Star, Merit, and Demonstration. The Star program is the core of DOE-VPP, and its achievement indicates truly outstanding protection of employee safety and health. The Merit program is a steppingstone for contractors and subcontractors that have good safety and health programs but need time to mature and DOE guidance to achieve Star status. The Demonstration program is used rarely; it exists to allow DOE to recognize achievements in unusual situations about which DOE needs to learn more before determining approval requirements for the Star program.

By approving an applicant for participation in DOE-VPP, DOE recognizes that the applicant is meeting, at a minimum, the basic elements of ongoing, systematic protection of employees at the site. The five VPP tenets that are evaluated during the certification process are: Management Leadership, Employee Involvement, Worksite Analysis, Hazard Prevention and Control and Safety & Health Training. These tenets are discussed in detail later in this manual. The symbols of this recognition are DOE-provided certificates of approval and the right to fly the VPP flags (e.g., VPP Star flag at sites certified for Star status). The participant may also choose to use the DOE-VPP logo on letterheads, program promotional materials or on award items for employee incentive programs. Further, each approved site has a designated DOE staff person to handle information and assistance requests from their DOE Field Office contractors and liaise with the DOE-HQ VPP programs coordinators. DOE commits to cooperative problem solving with the VPP contractors to resolve health and safety concerns without fear of reprisal.

Once a contractor or subcontractor’s program has been certified by the DOE VPP Headquarters personnel as a VPP Star site, their safety program and performance is reviewed by DOE each year through a contractor VPP annual report. Each contractor is scheduled for a site evaluation/re-certification visit every three to five years.

2. The VPP Benefits

- VPP enhances labor & management relations, resulting in higher moral and a feeling of ownership among employees.
- VPP improves safety and health management systems and performance which positively influences a decline in injury or illness which is the goal of the program.
- VPP creates economic benefits by reducing absenteeism rates, insurance premiums, and workers compensation costs as well as and days away and restricted workday rates. VPP participant sites generally experience from 60 to 80 percent fewer lost workday injuries than would be expected of an "average" site of the same size in their industries.
- VPP enhances public recognition and outreach through improved relationship with DOE and the community and provides safety suggestions and innovations sharing with other contractors within DOE and private industry.
- VPP leverages governmental resources by assisting DOE with the development of standards and training programs, providing SGEs for VPP onsite review teams and assisting other companies via the Mentoring Program.

3. VPP Requirements and Elements

VPP Designations and Awards

DOE-VPP consists of three ways to be included into the VPP programs. These include Star, Merit, and Demonstration. There are three levels of VPP Star: Star Status, Superior Star, and Star of Excellence. In addition, DOE awards the Legacy of Stars for achieving four consecutive VPP Star of Excellence awards.

VPP Merit

The Merit Program provides a planned set of "stepping stones" to Star participation for those employers who have demonstrated the potential and the willingness to meet Star expectations. If the prior three-year TRC and/or DART injury frequency rates are above the national average for comparable industry, the site must have a systematic plan to reduce the rates to below that average within two years. These sites must have established Merit System Improvement Goals. Merit sites are evaluated every 12-18 months. If a Merit sites is unable to attain Star status certification within three years, the site will be asked to withdraw from the program and reapply at a later date.

VPP Demonstration Program

The Demonstration Program provides a testing arena for applicants whose work differs significantly from previously evaluated operations. DOE wants to encourage outstanding safety and health program in every type of operation. The Demonstration Program allows flexibility without compromising the integrity of the Star Program. These sites must meet the established criteria as negotiated with the DOE VPP Headquarters personnel.

VPP Star

The VPP Star Status is for applicants with occupational safety and health programs that are comprehensive and are successful in reducing workplace hazards that go beyond compliance to safety excellence. DOE expects that Star participants will be on the leading edge of hazard prevention methods and technology and participants will show continuous improvement in their safety and health programs through an active employee workplace demonstrating an established safety culture. Attributes of a DOE VPP Star site include applicants that are:

- Effectively implementing the five tenets of the DOE VPP.
- Demonstrating outstanding injury statistic performance. Specifically, their days away, restricted or transferred case incident rate (DART) and total recordable case incident rate (TRC) must be consistently below comparable industry average (NAICS).
- Meet annual DOE VPP goals.
- Demonstrate strong involvement in the Voluntary Protection Program Participants Association (VPPPA), VPP Mentoring Program and actively providing community/local industry outreach.
- Implementing elements must be in place and operating effectively for at least one year before Star approval.

A re-evaluation/re-certification of Star sites occurs every three to five years to determine if the sites are maintaining and improving the tenets of VPP and remain eligible for inclusion into the DOE-VPP program as described above.

VPP Awards Program

Once in the DOE VPP program at the Star or Demonstration level, contractors are considered for additional recognition from the DOE for outstanding safety performance within the VPP. These include Superior Star which requires, in addition to the factors necessary to achieve Star status, having achieved injury and illness rates 50% below the comparable industry average. The next level of achievement is the VPP Star of Excellence which requires, in addition to the factors necessary to achieve Star status, having achieving injury and illness rate 75% below the comparable industry average. The highest level of VPP recognition from DOE is the Legacy of Stars award. This award is for those participants who have achieved the DOE VPP Star of Excellence for three consecutive years.

4. VPP Process

What are the Criteria?

DOE-VPP Program Elements

DOE VPP program elements are described in DOE/EH-0433 U.S. Department of Energy Voluntary Protection Program Part I: Program Elements and described in DOE/EH0434 U.S. Department of Energy Voluntary Protection Program Part II: Procedures Manual. These documents provide the elements that sites must meet in order to be eligible to apply for DOE VPP Star status.

DOE-VPP Application

Once a site has determined that they meet the eligibility requirements, they must apply to be included into the DOE VPP. The DOE VPP application guidelines are described in DOE/EH-0433 U.S. Department of Energy Voluntary Protection Program Part III: Application Guidelines. DOE will review the site application and determine whether the application indicates fulfillment of the program requirements.

Application Sections

The written application (see Part III: Application Guidelines) description provides the full details of the information needed to complete the application. An outline of the sections required for the application include:

- (1) General site and company information to include location, parent companies, and number of personnel
- (2) Unions affiliated with the site (if applicable)
- (3) Injury/Illness rates for the past three years as compared to the applicable NAICS (North American Industry Classification System) code and DOE averages
- (4) VPP tenets: Management Leadership, Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training
- (5) Assurance of Commitment from both management and union representatives

Annual Program Evaluation

The DOE-VPP Headquarters Office will evaluate each participant's annual report to assess the effectiveness of the participant's safety and health program in implementing each element and sub-element of DOE-VPP, and in achieving goals and objectives. This annual evaluation must be a part of the application (the DOE Field Office VPP liaison helps sites to complete the tenet sections of the application). The DOE-VPP Headquarters Office will also evaluate the participant's recommendations for program improvements and the schedule for implementation. Furthermore, it must include:

- Annual program evaluation must be in a “narrative” format
- Annual program evaluation must cover all site safety and health programs,
- VPP requirements, elements and sub-elements

The annual evaluation must include hours worked, total number of injury and illness cases, and the number of cases involving days away from work or restricted/transferred work activity.

Union Involvement

Employee Involvement is a cornerstone for effective implementation of VPP. When bargaining units are a part of the work force, participants must obtain the union(s) support for the pursuit of VPP. If multiple unions exist, participants must obtain support from all represented unions prior to submitting the DOE VPP application. This union(s) support must be documented and provided as part of the DOE-VPP application. Besides the union(s) providing written support, their personnel must be involved in the VPP effort and participate in an effective management and union safety committee.

Gap Analysis

An annual program review is required for sites being considered for acceptance into the DOE VPP. A gap analysis is recommended to be performed periodically to determine how well safety programs are working and that they match up to the DOE VPP expectations. It needs to be a critical, objective review of the safety program and performance to the criteria in the Voluntary Protection Program Part IV: Onsite Review Handbook. This should supplement the periodic assessments and programmatic review conducted throughout the year and is recommended when newly implemented or updated programs are put into place.

Gap Analysis Tools and Assistance

Mentoring/outreach assistance, including an Excel based program based on the DOE Part IV Handbook is available to assist in assessing the status of safety programs and identify/close ‘gaps’ in the DOE VPP program. A copy of this gap assessment tool is included in the folder with this “How To” manual on the Hanford Site VPP home page.

The On-Site Review

Once an application has been reviewed and accepted by DOE Headquarters, an on-site review will be scheduled in coordination with the host site and DOE. In preparation for the on-site review, one last final review of the DOE/EH-0436, U.S. Department of Energy Voluntary Protection Program Part IV: Onsite Review Handbook should be performed. Meeting or exceeding each criterion is an indication that you have a program that is complying with DOE VPP expectations.

The DOE will schedule the onsite review with the designated Field Office liaison. Preparation for the review includes conference calls with DOE VPP HQ personnel team members to establish training requirements, PPE needs, computer access, logistics, and specific security requirements. An onsite certification visit typically lasts about two weeks. The team will evaluate the applicant’s Integrated Safety Management System to verify compliance with established requirements. Additionally, each element and sub-element of the applicant’s VPP will be reviewed and verified.

Typically, the On-Site Review Team will conduct an opening conference to introduce team members, establish points of contact, discuss the scope of the assessment and identify special assessment team needs. They will most likely want a site orientation tour and/or overview of the applicant’s facilities and operations.

The evaluation team may use a combination of documentation review, field observation, formal interviews and informal interviews (during field observations) to evaluate the effectiveness of the safety programs. If formal interviews are requested, the facility may need to provide a list of employees and set up interviews with the team-selected interviewees. Subcontract employees will be included in the interviews to ensure equally effective protection is provided to all workers. Interviews will include management, supervision and workers. The evaluation team will conduct daily briefings to discuss their findings (positive or improvement opportunities) and planned activities for the next day among themselves and then with the applicant representatives.

An out brief will be provided to the applicant at the conclusion of the assessment to provide the team’s recommendation for acceptance into the DOE-VPP program. This recommendation is provided to the DOE Office of Oversight for final review and concurrence. The applicant will have the opportunity to conduct a factual accuracy review of the draft report and provide comments back to the assessment team to be considered in the final report approved by DOE. The final decision and report is usually provided to the applicant approximately two months after the review has concluded.

All of these documents are available on the DOE website at:

<http://www.hss.energy.gov/HealthSafety/wsha/vpp/policy/policy.html>

VPP PROGRAM

VPP Core Team membership is intended to be representative of the contractor’s population. The diversity, provided by a strong network of personnel with different jobs and responsibilities, will enhance the effectiveness of the VPP Team. The preference is for each unit/area to be represented by a team member. Each member must obtain their Management’s commitment supporting them in their participation as a VPP Core Team member and preferably to also become a certified Special Government Employee (SGE). Management support for their participation in the mentoring and outreach efforts, and other STAR maintenance activities, is also essential to the success of the program.

Typically, all members will commit to serving for at least one year, with the exception of the Co-Chairperson who will commit for two consecutive years. In the second year, the Co-chair would rotate to the Chairperson position. Members will attend meetings as scheduled, serve on subcommittees and provide response to committed actions, “homework” or reports, when applicable. The team will assess membership annually and vote on any recommendations. The team reserves the right

to remove any inactive members at this time. This will ensure continuous progress and will eliminate delays in completing team goals and objectives. The team elects officers to key positions annually. Members assigned to these positions shall commit to their tasks and ensure continuity for their term. Should anything happen that prevents them from completing their assigned responsibilities; other team members may be assigned additional duties. Key positions include, but are not limited to: Chairperson, Co-chairperson, Secretary, and VPP Core Team Management Sponsor(s).

Responsibilities:

Chairperson – works closely with team members to schedule and facilitate meetings; monitors team activities and communications; works with the secretary to ensure meeting agendas and minutes are disseminated in a timely manner; appoints sub/ad hoc committees as needed; and works with the Management Sponsor to ensure Senior Management is informed of VPP activities.

Co-chairperson – substitutes for the Chairperson in their absence and assists in performing responsibilities. In their second year, the Co-chairperson transitions to the Chairperson position.

Secretary – serves to record, publish and distribute meeting minutes/agendas; gains the team’s review/approval of meeting minutes, prior to making them official; provides written communication to the team as appropriate or when requested by the Chair/Co-chairperson; maintains team documents/records; and ensures issues/actions are tracked and closed through meeting minutes. Additional responsibilities include scheduling conference rooms for regular and special call meetings.

Management Sponsors – serve as the team’s visible management support. They facilitate intervention if line managers are not providing the leadership necessary for the success of VPP. They provide correspondence to Senior Management as applicable, and assists the team with the budget development/approval process.

DOE Field Office Program Owner – provides oversight; acts as an interface to DOE HQ VPP personnel, and approves/submits the VPP Annual Report to DOE HQ.

Meeting Guidelines:

Meetings are typically held monthly at a pre-determined time. Meeting minutes will be recorded and read prior to the start of the next meeting. If a vote is required on a proposal or other initiative, 50 percent of the membership should be present. In the event of a tie, the Chair (or the Co-chair if the Chair is absent) will cast the deciding vote. The DOE Field Office Program Owner is not considered a voting member but may provide input/suggestions. A typical monthly meeting agenda might include:

- Chair/Co-chairperson’s time with opening remarks and announcements
- Secretary’s reading of the minutes
- Members’ reports

- Discussion (old and new business) to include a path forward
 - Open forum (guests)
- Note: Special call meeting agendas may have a different format.

The VPP Core Team supports the maintenance of VPP tenets, Star status criteria and safety performance with management leadership and support. The team provides leadership to enhance the project’s safety culture through Core Team involvement in the safety and health programs.

The VPP Core Team will support and improve the safety culture by performing the following:

- Promote awareness of VPP in all Project safety activities.
- Establish and maintain Community Outreach programs to cultivate safety awareness in the community while emphasizing our commitment to employees.
- Ensure VPP communications and promotions are publicized through utilization of the appropriate information channels.
- Mentor other projects interested in the Voluntary Protection Program.
- Establish and maintain VPP interface criteria for visiting and/or hosting other VPP participants.
- Conduct an annual VPP assessment.
- Submit an annual assessment report to DOE to satisfy VPP Star Program requirements.
- Participate in Regional VPPPA conferences.
- Participate in National VPPPA conferences.
- Serve as an SGE to assist DOE-HQ in conducting VPP certification assessments.

VPP TENETS

Management Leadership

Commitment

Safety is demonstrated as a “value” – not a priority. Managers actively lead by demonstrating safe behaviors and ensuring a safe workplace. Employees are encouraged to access safety programs, policies, and procedures to enhance performance.

Responsibility and Accountability

Every employee has the authority to stop work or call a time out when it is safe to do so. Safety objectives are placed in performance evaluations to ensure successful safety performance. Safety rules apply to all employees, including subcontractors as well as visitors.

Contract Workers

Subcontractor safety performance is considered during the evaluation and selection process. Routine inspections need to detect hazards and corrective action needs to be promptly and expeditiously taken.

Program Evaluation

The annual DOE VPP evaluation documents the safety program strengths and opportunities for improvement. Recommendations are based on the annual evaluation or other safety related independent reviews performed across the Project. This is used to develop ways for continuous improvement and is the basis for the annual report due to DOE VPP HQ by February 15 of each year.

Employee Involvement

Employee Participation

Employees at all levels must be involved in the structure and operation of the safety and health program and in decisions that affect employee health and safety. Employee participation is in addition to the individual right to notify appropriate managers of hazardous conditions and practices. Employee participation could include things such as:

- Safety observations – observing and asking to be observed
- Using Time Outs any time there is a safety concern
- Serving on safety committees
- Participating in S&H training and seminars
- Attendance at S&H/VPP conferences and workshops
- Participating in Project-wide hazard analysis.
- Assist with accident investigations, development of lessons learned and help in determining root causes of incidents.
- Participate and initiate S&H awareness campaigns and health fairs
- Leading safety meetings
- Submitting safety improvement suggestions
- Performing safety and housekeeping inspections
- Participating in Safety Fairs
- Participation on Safety Committees
- Performing procedure validation walkdowns

Employee Safety Committees

In non-construction activities, the requirement for employee participation may be met in a variety of ways, as long as the employees have an active and meaningful way to participate in health and safety problem identification and resolution. Examples of acceptable means of providing for employee impact on decision making include:

- safety committees
- safety observers
- ad hoc health and safety problem-solving groups
- health and safety training of other employees

- analysis of job hazards
- committees which plan and conduct health and safety awareness programs.

Note: If the contractor utilizes safety and health committees as a major form of employee involvement, committee meeting minutes, charter, membership parameters, and goals and objectives clearly outlined and documented.

For Construction Contractors

Construction contractors must utilize the labor-management safety committee approach to involve employees in the identification and correction of hazardous activities and conditions. This is required because of the seriousness of the hazards, the changing worksite conditions, the expanding and contracting work force, and the high turnover at a construction site. The contractor must be able to demonstrate that the site has a joint committee for safety and health which has the requirements

Effective employee involvement is evident when employees demonstrate a sense of ownership of the safety and health program and are empowered to make positive changes to improve safety of themselves and those around them.

Worksite Analysis

Pre-use/ Pre-startup

Facilities and equipment are inspected and accepted before use. Final Acceptance and Inspections (FAIs), Readiness Assessments (RAs), Management Assessments (MAs) and Operational Readiness Reviews (ORRs) are conducted to ensure facility readiness prior to startup. Pre-job walkthroughs, inspections, analysis, and controls are evaluated and incorporated into the work control process.

Inspections

Safety inspections/walkdowns are conducted periodic basis and be effective at identifying and mitigating hazards. Inspections shall be comprehensive and include all Project locations. These shall be documented and available for all Project personnel to view and must be accomplished at least quarterly for the entire Project and at least monthly for active locations.

Comprehensive Surveys

Safety and health surveys should follow the DOE-VPP Onsite Review Process and be documented. Surveys shall include areas where personnel are included in medical monitoring programs such as hearing, respiratory, and chemical exposures. This information shall be documented and provide evidence that the controls and protective measures in place are adequate based upon the analysis and survey results. Annually, the program shall be evaluated, updated with

improvement actions and incorporated into the overall improvement plans and continuous improvement actions.

Routine Hazard Analysis

Hazard analysis is performed before the work scope is performed. Worker involvement and knowledge are the keys to a hazard analysis program. Procedures and hazard analysis provide the means to eliminate or mitigate those hazards. The analysis must be conducted to provide documented and statistical basis for the controls that are imposed upon the work. A direct tie from the analysis results to the corresponding control is necessary for effective implementation of the controls. A detailed analysis must include the method of the analysis and the conclusions based upon the results. Review and approval of the controls to document and mitigate the hazards are a critical part of the process and must refer back to the specific analysis and provide the rationale for the control selected. Once the work authorization is given, pre-job briefings are held to ensure adequate understanding and to resolve any concerns before work begins and explain to workers the reason for controls being implemented.

Reporting Hazards

Employees are empowered and encouraged to correct hazards when encountered. However, when the correction falls beyond their capability or authority, employees are required to report any hazardous condition directly to their immediate supervisor/manager. An open door policy is part of a hazard reporting process where management is available to all employees to voice their concerns without fear of retribution, retaliation, harassment or intimidation. Examples of alternate methods include:

- Safety and environmental hotlines
- Safety committees
- Safety professionals
- Employee concern forms
- DOE Employee Concerns Report Form
- Accident Investigations

All accidents, injuries or near misses are to be reported to the supervisor and medical immediately. All accidents, regardless of severity, should be assessed by the company’s medical staff to ensure proper treatment is applied and tracked for trending purposes. Lessons Learned are to be communicated to all employees. All injuries should be investigated to determine the facts behind the event and methods to prevent recurrence.

Trend Analysis

Trending results for injuries, accidents, employee concerns and identified hazards are reviewed to identify appropriate corrective actions. Observation data is used to identify critical behaviors that can be modified before an injury occurs. Trends are documented and communicated to all levels of management and employees to

enlist the ideas and corrective actions to help reverse negative trends and prevent reoccurrence.

Hazard Prevention and Control

Safety and Health Professionals

Experts are available to meet the needs of the Project. Professionals include physicians, nurses, paramedics, emergency responders, Certified Safety Professionals, Certified Industrial Hygienist, Certified Health Physicists, safety engineers, industrial hygiene, fire protection professionals, radiological control and health physicists.

Safety and Health Rules

Rules are documented in the policies and procedures - these are reflective of the values instilled in every employee through training, mentoring, and management commitment and support. The Safety and Health Program outlines the necessary and applicable regulations, directives, and Project specific requirements to maintain compliance and ensure worker safety. Part of an effective S&H program is to ensure a positive reinforcement philosophy and the implementation of a fair and consistent disciplinary process.

Personal Protective Equipment (PPE)

Hazards are prevented or minimized by applying the hierarchy of controls:

- Material Substitution: eliminating the hazard by selecting a product that is less or non-hazardous.
- Engineering Techniques: eliminating hazards by design whenever feasible.
- Administrative Controls: arranging and minimizing work schedules and duration of exposure through procedures, etc.
- Personal Protective Equipment (PPE): selecting the proper PPE and ensuring proper fit and condition and must be inspected prior to and after each use. PPE is used as the last line of defense in hazard control.
- Preventive Maintenance (PM): PM frequencies are routinely scheduled to ensure that maintenance work, testing and calibration of plant equipment is performed.

Emergency Preparedness

Emergency plans define appropriate response measures to ensure the safety of employees, the community and the environment. Drills and exercises are routinely held to ensure responses to natural or manmade events are well understood, systematic, and controlled as reasonably possible. Drills effectively train personnel when the scenarios are realistic and involve personnel in real-time response actions.

Radiation Protection Program

To minimize personnel radiation exposure, facilities practice the principle of ALARA (As Low As Reasonably Achievable). Formal plans and measures are applied to the process and provide the course of action and direction to eliminate/reduce exposure.

Medical Program

Medical facilities, staffed by doctors and nurses, are available for effective care and treatment. Services include physicals and health monitoring for employees. Medical personnel are part of the hazard analysis and work site evaluation process and assist with the development of controls and provide guidance on the necessary PPE and first aid response equipment necessary for work site locations. Preventive measures toward maintaining good health (immunizations, substance abuse programs and counseling) are encouraged, as is participation in the Wellness Program and are a part of VPP Star sites that move beyond compliance to excellence.

Safety and Health Training

The goal of training programs is to produce well trained, qualified and competent personnel to operate and maintain facilities in a safe manner. This includes qualified instructors, approved lesson plans, examinations and/or qualification cards and attendance records. Formal and informal courses are provided for employees to ensure everyone understands their safety responsibilities. Courses range from general orientation training to facility specific training prior to working in an assigned area.

Management/Supervisor Training

Managers/Supervisors are trained to understand their responsibilities and how to carry them out effectively. Their responsibilities include:

- understanding the hazards associated with a job and their potential effects on employees
- 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
- knowing how to make sure everyone understands what to do in emergencies.
- Ensuring that all employees are effectively trained prior to conducting work and maintain a methods to ensure that training is verified.

Employee Training

- Employees, through training and enforcement, are made aware of hazards and the safe work procedures to follow in order to protect themselves. Training includes use of personal protective equipment where required, why it is required, its limitations, how to maintain it, and what to do in emergency situations.

VPPPA Services

- Communication and Outreach
- Mentoring
- Conference and Education
- Government Affairs
- Membership and Development

Conference and Education

- VPPPA Annual National Conference
- VPPPA Regional Chapter Conferences

Active participation in VPPPA as well as performing Mentoring and Outreach activities is part of the expectation to maintain Star status. Mentoring is also encouraged to provide assistance to other companies in their efforts to achieve safety excellence while improving the mentor’s knowledge of safety and VPP.

Special Government Employees (SGE)

The SGE Program was established to allow industry employees to work alongside OSHA or DOE during Voluntary Protection Programs' (VPP) onsite evaluations. Not only does this innovative program benefit DOE by supplementing its on-site evaluation teams, but it gives industry and government an opportunity to work together, to share views/perspectives and to benchmark for new ideas and/or approaches.

Qualified volunteers from VPP sites are eligible to participate in the SGE program. These volunteers must be approved by OSHA and funded by their companies to participate. After submitting an application and completing the required training, these volunteers are sworn in as SGEs and are approved to assist as VPP on-site evaluation team members.

5. Resources

VPPPA website: www.vpppa.org

VPPPA Membership Benefits

- Networking with more than 1,600 VPP sites across the nation
- Provides a voice on Capitol Hill with federal, state, and government agencies and officials
- Reduced registration fees for educational offerings
- Publications and e-newsletters with up-to-date information on safety and health in the workplace

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- Job Exchange for members to post open positions at their sites and companies at no cost on the VPPPA website

DOE website: <http://www.hss.energy.gov/healthsafety/wsha/vpp/>

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