

# VPP Annual Self Evaluation by the Numbers

Prepared for the U.S. Department of Energy  
Assistant Secretary for Environmental Management

Contractor for the U.S. Department of Energy  
under Contract DE-AC06-08RL14788



**CH2MHILL**  
Plateau Remediation Company

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# VPP Annual Self Evaluation by the Numbers

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# VPP Annual Self-Evaluation by the Numbers

Presented to:  
**25<sup>th</sup> National VPPPA Conference**  
**August 26, 2009**  
**San Antonio, Texas**

Presented by:  
**Jack Griffith**



U.S. DEPARTMENT OF  
**ENERGY**

*One Team. One Culture.*

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# VPP Annual Self-evaluation: By the Numbers

## Who is Jack Griffith:

- Hanford Atomic Metal Trades Council Union Safety / Site VPP representative
- 32-year member of United Brotherhood of Carpenters
- Member and officer of Local 2403 Carpenters and Millwrights
- Life member of Harley Owners Group
- Certified Motorcycle Safety instructor
- Certified USA Swimming official
- Special Government Employee (SGE)
- Employed by CH2M HILL Plateau Remediation Company

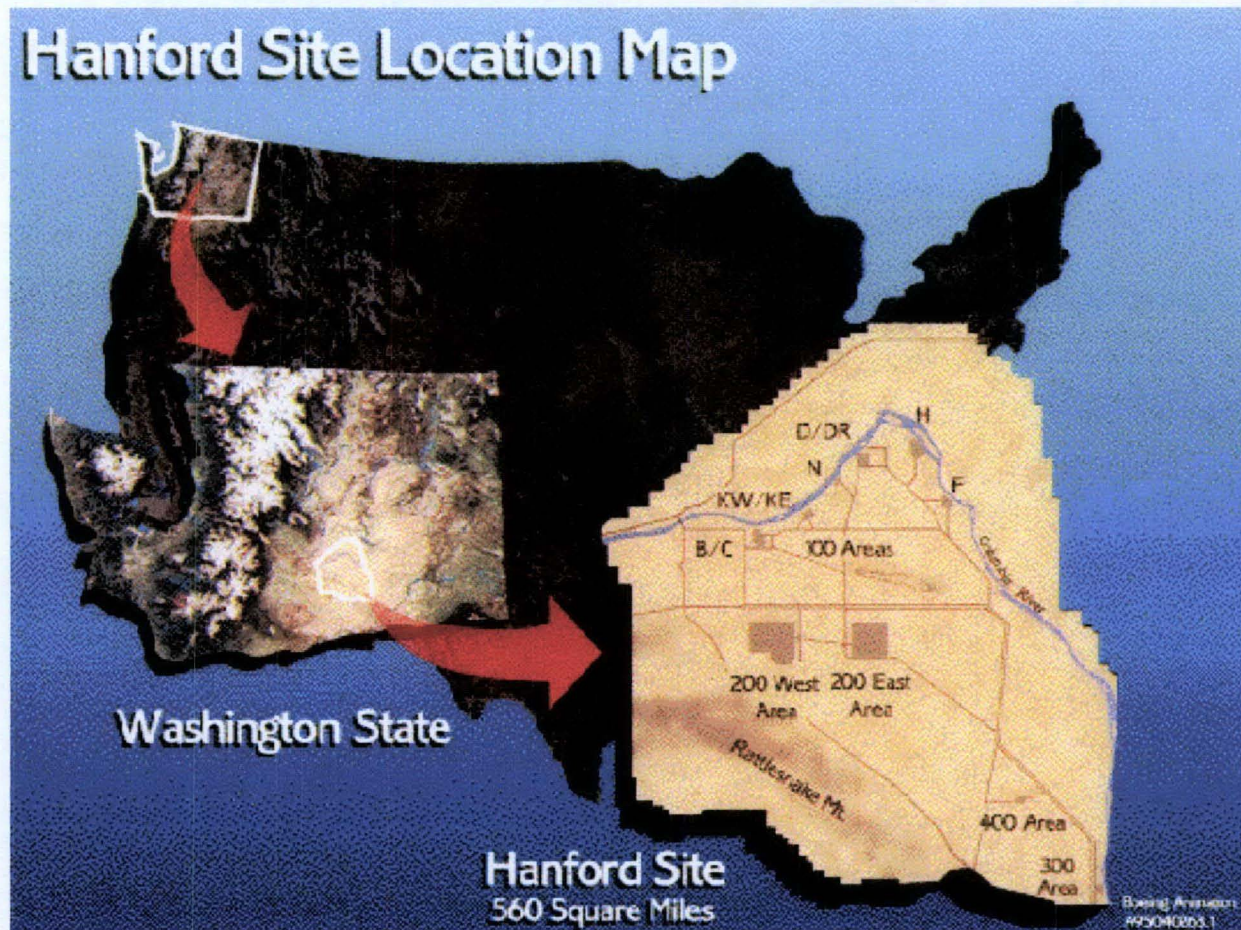


# VPP Annual Self-evaluation: By the Numbers

- **CH2M HILL Plateau Remediation Company**
  - 2,887 employees, including pre-selected sub-contractors
  - 1,094 Union Represented workers
- **Mission**
  - Cleanup of the central portion of the Hanford Site
  - Completion of the Plutonium Finishing Plant project
  - Characterization of facilities and waste sites
  - Disposal activities related to non-tank farm waste
  - Environmental surveillance and maintenance
  - Groundwater monitoring and remediation
  - Environmental remediation

# VPP Annual Self-evaluation: By the Numbers

## Hanford Site Location Map



Often called the world's largest environmental cleanup project

# VPP Annual Self-evaluation: By the Numbers

## U.S. Department of Energy (DOE) at Hanford

- 6 prime contractors
- Multiple subcontractors
- ~9,000 employees
- 560 square miles
  
- 14 DOE-VPP Star sites
- 1 DOE-Merit site
- 1 Washington State Department of Occupational Safety and Health Star Site
- 1 Pursuing DOE-VPP recognition



# 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 other organizations that are pursuing recognition
- The easy to use process guides employee teams through the review process that ends up with grades and specific recommendations

# VPP Annual Self-evaluation: By the Numbers

## Why do a self-assessment?

- It focuses on continuous improvement
- 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*

# VPP Annual Self-evaluation: By the Numbers

## Developing the process

### – How we did it

- Employee-based team formed in 2002
- Merged OSHA and DOE VPP's questions
- First used in mid-2002
- Updated after two years of experience
- Process used many times since introduction
- Updated to align with DOE-HQ's *e-VPP* reporting process

# VPP Annual Self-evaluation: by the numbers

## Describing the process

– It's very simple

1. Identify evaluation team
2. Hold pre-meeting – Establishing expectations
3. Gather facts – Getting in the interview groove
4. Hold team meetings – Share and express 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

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

1. Rating criteria sheets
2. Score sheets
3. Evaluation questions
4. Role of the Smart Books
5. Picking who to interview
6. Final report

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 1. Discuss the rating criteria sheets

Subelement	Poor (0-1)	Fair (2-4)	Good (5-7)	Excellent (8-10)
		<b>I. Management Leadership</b>		
<b>2 <u>Goal and Objectives.</u></b> 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"> <li>▪ Written</li> <li>▪ Communicated to the employees</li> <li>▪ Reviewed periodically</li> </ul>	Meets “Good” criteria and has Safety Improvement Plans (SIPs) that are prepared in partnership between employees and managers through the accident councils

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 2. Discuss the score sheets

#### Management leadership

VPP Subelement	<u>Rating</u> Poor 0-1 Fair 2-4 Good 5-7 Excellent 8-10	Comments
2 <b><u>Goal and Objectives:</u></b> There should be established and communicated goals 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	2007 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 stasured 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

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 3. Discuss the evaluation questions

#### Management leadership reviews and questions

	Document 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

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 4. Discuss the role of the Smart Books

- Supplement the application
- Contains
  - Latest organization charts
  - Maps
  - Scheduled plant activities
  - Points of contact list
  - Accident / Incident rates
  - Plus more

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 5. 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
  - Long-time employee
  - All those with your first name

# VPP Annual Self-evaluation: By the Numbers

## Example pre-meeting training

### 6. 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 30 working days

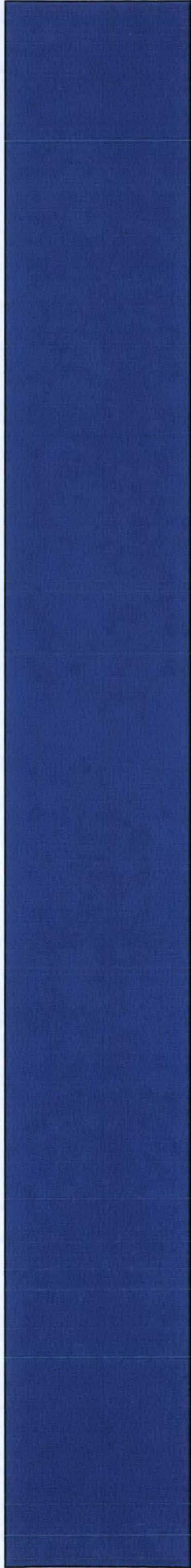
# VPP Annual Self-evaluation: By the Numbers

## 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

# VPP Annual Self-evaluation: By the Numbers

- **Star/Merit sites use the report as part of their February annual submittal to OSHA or DOE**
  - Department of Energy has developed an electronic process to submit the application and annual submittals
- **Resources**
  - Rating criteria, scoring sheets, and interview questions are located at: <http://www.hanford.gov/safety/vpp/vppage.htm>



# Questions ?



# For More Information

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