

# memorandum.

DATE: APR 13 1994

REPLY TO  
ATTN OF: **Technical Support Div.:Kanth:3-4516**

SUBJECT: **APPROVAL OF DEPARTMENT OF ENERGY (DOE) MEMBERSHIP IN THE VOLUNTARY PROTECTION PROGRAM PARTICIPANTS' ASSOCIATION (VPPPA)**

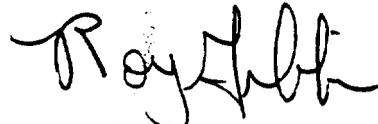
TO: **Denise B. Diggin, HR-831**

The Office of Safety and Quality Assurance (EH-30) is requesting approval for DOE membership in the VPPPA. Attached is the Secretary's authorization of the DOE Voluntary Protection Program (DOE-VPP). The DOE-VPP is designed to formally recognize those contractors which have demonstrated excellence in their health and safety programs. The VPPPA is a consortium of private sector companies which are participants in the Occupational Safety and Health Administration's VPP. A pamphlet further describing the VPPPA is attached. Affiliation with the VPPPA will be beneficial to the Department by adding credibility to our VPP. VPPPA membership will facilitate programmatic information exchange with possible cost savings on program development and improvement and also offer greater visibility for our contractors' initiatives and accomplishments. Membership in the VPPPA will not affect the Department's ability to manage and administer the DOE-VPP autonomously.

As a result of a preliminary meeting with the VPPPA Board of Directors in April 1992, the Board extended "Agency Membership" status to the Department. The acceptance of an Agency Membership does not impose any specific obligations, other than coordination and information exchange concerning the Department, and is a nonvoting membership. The Agency Membership will entail an initial fee of \$5,000 and a \$3,000 annual fee, thereafter. A completed application form is attached and should be submitted along with the payment of the initial fee. The funding citation is:

**89X0224.91 CR4491 HA0107 ENYA \$5000.00 (Total)**

If you have any questions, please contact Sanjeeva Kanth at 301-903-4516.



**Roy E. Gibbs**  
Acting Director  
Office of Occupational Safety

### 3 Attachments

cc w/attachments:  
**J. Fitzgerald, EH-30**  
**S. Hancock, EH-51**



The **Secretary of Energy**  
Washington, DC 20585  
January 26, 1994

MEMORANDUM FOR SECRETARIAL OFFICERS  
DOE OPERATIONS OFFICE MANAGERS

**F R O M :** HAZEL R. O'LEARY *Hazel R. O'Leary*

**S U B J E C T :** DEPARTMENT OF ENERGY VOLUNTARY PROTECTION PROGRAM

As part of the Department of Energy ongoing commitment to strengthening its safety and health program for contractors, the Department is implementing a new initiative which embodies the philosophy of total quality management. This initiative, the "Department of Energy Voluntary Protection Program" is patterned after the Occupational Safety and Health Administration Voluntary Protection Programs and seeks to mitigate risk in the workplace by encouraging and recognizing those safety and health programs that demonstrate a level of excellence that can be achieved only through full involvement and commitment by contractor management and their employees. Experience at the Occupational Safety and Health Administration has shown that private sector employers participating in the program typically have decreased worker injuries and illnesses and decreased worker compensation costs.

A Secretarial Notice issued last December directed the establishment of a Department of Energy Voluntary Protection Program. The Notice outlined the essential tenets of an excellent safety and health program: management leadership, employee involvement, worksite analysis, hazard prevention and control, and safety and health training. I agree that these basic elements are the key to developing and maintaining a successful employee safety and health program.

I have been informed that several of our contractors have expressed significant interest in our Voluntary Protection Program and are already moving forward with implementation of the essential safety and health tenets. I commend them on their efforts and strongly encourage all of the Department's contractors to strive for the level of excellence this program embraces. I emphasize, however, that this is a voluntary program and, regardless of the benefits, contractors must not be led to believe that participation is required.

If we are to be successful at reinventing government, then initiatives such as the Department's Voluntary Protection Program need to become a way of doing business. With your support, I believe that over time our contractors will see the many benefits of the program and will choose to participate.

The Assistant Secretary for Environment, Safety and Health will transmit program documents and formally announce the acceptance of contractor applications in the near future.



VOLUNTARY  
PROTECTION  
PROGRAMS  
**PARTICIPANTS'**  
ASSOCIATION

*Volunteers for Total Quality Protection*

# ANNUAL REPORT

**AUGUST, 1992**

## THE MISSION OF THE VPPPA:

**TO PROMOTE WORKER, INDUSTRY, AND PUBLIC HEALTH AND SAFETY THROUGH VOLUNTARY COOPERATION WITH THE GOVERNMENT**

## THE VISION OF THE VPPPA

Following the 7th Annual VPPPA National Conference in Washington DC in September of 1991, the National Board of Directors spent a half-day constructing a vision of the VPPPA upon which they could all agree. They then brainstormed strategies for achieving that vision. These ideas were sent to the membership with a request for assistance. The vision statement reflect the vision of the membership. Once the comments of our members were received, the vision statement became official

## VISION STATEMENT:

**TO BE A CREATIVE, CARING FORCE FOR ACHIEVING EXCELLENCE THROUGH VOLUNTARISM**

The Board of Directors also came up with strategies to achieve the vision through the following means:

**Outreach and Networking**

**Education and Training**

**Communication**

**Identification and Sharing of Excellent Programs**

**Resource Expansion**

This **Annual Report** will provide a status report on what the VPPPA has accomplished in the above areas and any others which are relevant

## 1. OUTREACH AND NETWORKING

The **National Conference**. It is the goal of the VPPPA to reach **more** and **more** people through the National Conference. This year, to attract **more** people in a time of severe economic recession, extra effort was made to **obtain speakers and topics which would interest our members and potential members**. In order to better advertise **this** year's conference, the brochure moved into a new class of **size**, sophistication and attractiveness. A special **request** from the **Chairperson** for companies to send hourly and non-exempt workers to the conference was included on the brochure. **The mailing lists from** past conferences were merged (and purged) for the **first** time. Two major mailings were sent to the refined **list** in May and again shortly before the "early bird" **deadline**. The increased **early response made** conference preparation much easier than in past years. Many new company names were evident in the **registrations** received. From **all** indications at the time of the preparation of this **report**, the efforts to at least maintain attendance had **succeeded**.

The **Regional Conferences**. Regional conferences held **since** September also saw an **increase** in attendance. five per cent in both Region V and Region VI. Region **VI's** conference in **Dallas** in March had 233 attendees. **Region V's** conference in Lisle, Illinois, in June had 100 attendees. Region **IV** postponed its conference from April to October.

**Help Create Effective Regional Chapters**. In May, 1992, a new **regional** chapter was formed in **OSHA's** Region **II** (New York, New Jersey — and, if they adopt the **VPP — the 18(b)** "States" of Puerto Rico and the US Virgin Islands). **That** now makes four regional chapters out of the 10 OSHA regions. **The** attorney for the National VPPPA developed model **Chapter articles** of incorporation and by-laws to help **regional** chapters qualify for addition to the National's **IRS** non-profit, charitable **organization** status. (See part 5. **RESOURCE EXPANSION, Non-profit, Charitable Status**.) **The** chapters that become part of the National's non-profit charitable **IRS** status **will** be **required** to **provided** annual financial and activity reports to **the** national office. The **National News Report** carried chapter news in every issue to **keep** all members **abreast** of chapter activities.

**Encourage Adoption by 18(b) States**. A **delegation** met with **South Carolina's** Commissioner of Labor in **January**. **Iowa** and **California**, the only two **18(b)** States with **VPP** were invited to speak at the conference. **California's** Richard Jones agreed to come. In addition, the Chief of the **Western Division of the OSHA Office of State Programs** is speaking at the Conference. **South Carolina's** Commissioner of Labor will attend the first afternoon of the Conference only. Several states and Puerto Rico sent representatives to the conference.

**Encourage VPP Adoption or Adaptation by Other Regulatory Agencies** A committee of the National VPPPA met with Deputy Assistant Secretary of Energy, Joe **Fitzpatrick**, and other DOE officials **once** and with Associate Deputy EPA Administrator, Nancy **Firestone**, **twice** since the **September** conference. VPPPA Executive Director, Peggy Richardson, also met with EPA compliance staffers to answer questions about OSHA's **VPP** and its ramifications for enforcement. DOE is **well** on its way to implementation of the "DOE-VPP". EPA is **still** discussing the concept but at present has stepped back from plans to develop the VPP-like concepts that Nancy **Firestone** had outlined at our meetings.

## 2. EDUCATION AND TRAINING

**Application Workshops**. With **very** able and all-important OSHA assistance from Bob Griffin, Norman Deitch and Russelle McCollough, three workshops were presented to a total of 113 attendees. Dale Fell (IBM), Dennis Scullion (OXY), Linda **Fabey-Fruscione** (GE Plastics), and Amy Gibson (Mobil Oil) provided **insights** from the VPP participant point of view.

**Three more workshops are scheduled for 1992-1993, at East Longmeadow**, near Springfield, Massachusetts, on October 20 (hosted by American Saw); in Mobile, Alabama on October 28, prior to the Region **IV** Chapter Conference (October 29 - 30); and in Austin, Texas, on March 2, prior to the Region VI Chapter **VI** 1993 Conference (March 3-S).

**Courses on OSHA's Safety and Health Program Management Guidelines**

**This** course on how to implement the **OSHA Guidelines** is the most major undertaking of the VPPPA education effort. A course outline has been **prepared** but final **preparations** await the completion of a two-hour, ten-pan videotape which is integral to the course. The videotape will show how the different aspects of the Guidelines are implemented in various industries and in both large and **small** companies.

**First** drafts of scripts for each of the ten segments have been **crafted** from nearly one **thousand** pages of audiotape transcripts prepared by OSHA in 1990 and early 1991. Videotaping has been completed at seven locations plus **three separate individual** interviews; At least four **more** locations must be visited to complete location videotaping. When the **final** scripts are prepared and cleared by OSHA, **the** narrator, Steven Bell, **will** be videotaped on a specially designed set.

Pilot testing of the totally revamped OSHA course could begin as early as the end of the year. The course will be offered in two versions, the basic three-day course and the three-and-a-half day train-the-trainer version.

**Provide Internships at Star Worksites**. The offer to provide **training** to individual OSHA compliance **officers** at **Star worksites** in complex and hazardous industries such as petrochemical has been made several times to OSHA. The agency expresses interest but has not as yet accepted this specific offer. **Over** the ten years of the VPP, OSHA has, of course, brought **groups** of compliance officers in-training to VPP sites. **The** intern concept involves a **more** in-depth training of individuals.

## 3. COMMUNICATION.

**Provide Information to Members and Potential Members**. The VPPPA office receives daily **calls** from members and non-members seeking **information**. **This** important service takes some of **the** burden off of an overloaded OSHA VPP staff. **Some** calls are made by potential applicants who are still uneasy about contacting OSHA and prefer to get their first information from a non-governmental source. **The** Executive Director meets with approximately one company or organization per month to answer in-depth questions about the VPP. In addition, individual members of the Board of Directors average four to six individual outreach efforts each year. **Many** of our members match that effort.

**Refine** Newsletter. **There** has been a dramatic evolution of the newsletter since September. The July, 1991, issue of the Newsletter was eight black and white pages. In November we introduced **The National News Report** in red, white and blue with 16 pages and many new features. In July, 1992, **The National News Report** was 36 pages. More articles written by members and OSHA personnel are needed for future issues. **Tips** on activities and movement of our members are also requested. **The National News Report** is provided to our member sites free of charge, but is now also available by subscription. Subscriptions were offered for the first time in May and more than 40 subscriptions already have been ordered. **Many** member sites order additional copies. Our quarterly printing now runs well over 1,600 copies.

**Produce, Distribute Videos and Training Materials**. In addition to the Star video series donated in 1991, we now offer overheads and slides for presentations on the VPP requirements or how to prepare an application. **We** also recently received a donation of an excellent package with slides and a script for overview presentations on the VPP and the VPPPA which may be ordered through the Association.

**Congressional Contacts**. VPPPA's national office **now** sends letters notifying congressional delegations of each new approval and movement from Merit to Star (about 60 in 1992). **We** also send copies of the **National**

**News Report** which cover the approvals in their districts.

**We helped** arrange for representatives from Teepak's Atlanta plant to testify on employee participation before the Senate Labor Committee following their September conference-related meeting with Sam Fox of Senator Kennedy's staff.

**Three labor committee** staffers from each congressional body were invited to breakfast with the Board of Directors in April. The three Senate staffers were able to attend and a good discussion of the VPP and OSHA reform legislation kept everyone talking past the allotted time.

**Our first Congressional conference speaker, Rob Andrews, Democrat from New Jersey,** is the luncheon speaker for Wednesday, August 19. He is a member of the committee which oversees OSHA in the House of Representatives.

**A letter was sent to Congressman Paul Henry** commenting on his testimony on OSHA reform legislation which included remarks concerning the VPP. Mr. Henry responded favorably.

**A congressional visit kit** was assembled for those who wish to make congressional delegation visits and is available through the national VPPPA office in McLean.

#### 4. IDENTIFICATION AND SHARING OF EXCELLENT PROGRAMS

**Establish VPPPA Award for Program Innovation.** The VPPPA Recognition Awards for innovation and Outreach for first, second and third place and honorable mentions were selected by the Board of Directors for award at the 8th Annual Conference.

**OSHA Spotlight on Programs to Share.** For the first time nationally, OSHA has selected outstanding programs which are part of overall safety and health programs at VPP sites from around the country to present for sharing at the conference.

**Cutting Edge Presentations.** This year, as in other years, in addition to the OSHA presentations, many of the general and workshop presentations provide information on programs at the "cutting edge" in areas such as ergonomics, utilizing employees to help protect the environment, process safety, contractor safety, and getting full employee participation.

#### 5. RESOURCE EXPANSION.

**a OSHA's resources remain a source of slowdown for VPP approvals.** The VPP does not even rate inclusion as a line item in the budget for OSHA. The few dollars spent on OSHA VPP personnel and travel are the "leavings" of other budget categories such as "compliance assistance."

**Support OSHA's Resource Need with Congress.** In addition to the activities mentioned above under Communication/ Congressional Contacts (all of which involve support for additional resources for OSHA's VPP), a telephone meeting was held with a staff member of Senator Bingamon, who is on the Labor Committee, about the small number of VPP sites and OSHA's resources.

Support **OSHA's Resource Need** with the Administration. The need for resources was pointed out in each of the two meetings held by the Board, or a committee of the Board, with Acting Assistant Secretary Strunk and in the June meeting with Deputy Secretary Spurlock.

b. VPPPA resources are also stretched thin as the interest in VPP and VPP-like programs for other agencies grows at a tremendous rate.

**Vendor/Exhibitor Expansion at National Conference.** Last year there were seven exhibitors at the 7th Annual Conference. This year there are 13 and several others had to be turned away due to lack of space. Many exhibitors have also provided in-kind donations to support conference activities.

**Licensing Agreements for Use of Logo.** We now have licensing agreements with three vendors who provide a small royalty on the sales of items

with the VPPPA logo. Every purchase of these items helps expand VPPPA resources.

**Expand Membership.** Midway through 1992, there are \$4 full member sites in the VPPPA (a 38 per cent increase over 1991 so far), including all four State Plan State approved sites. Of the seven sites eligible for full membership which are not members at this time, one site is a completed construction site which has not yet formally notified OSHA that it no longer exists and four sites were newly approved this year. In addition, there are 18 corporate members (a 30 per cent increase over 1991). The nine associate members represent a 50 per cent increase over 1991. Actually there are seven totally new associate members since four of the six 1991 associate members became full members this year. As in 1991, there is one associate corporate member.

**Expand VPPPA staff, Space and Equipment.** The volume of work for the VPPPA required expansion of personnel, space and equipment. In July, the national office moved to a different floor in the same building to be able to accommodate increasing activity. We acquired more than double the original office space for less cost per square foot. All of the VPPPA work is accomplished by consultants and temporaries.

A postage meter and an additional telephone line were added this year. New office systems were established during the course of the year to help control costs and workload. A bidding system was established for printing, art work, and temporary services. Monthly budget analyses in comparison to the approved budget were begun.

**Expand the Budget** Income in 1991 (\$257,146) increased by 182 percent over 1990 (\$91,138). Forty per cent of the increase in income (not the total) in 1991 was due to the collection of dues for the first time. The 1992 Budget projects an expectation of \$43 1,050 in income.

**Non-profit, Charitable Status.** Following the incorporation of the VPPPA national organization, application was made to the IRS for non-profit, charitable organization status for tax purposes for the incorporated entity and for non-profit status for the onincorporated predecessor VPPPA (1986 through August 1991). The lengthy application was followed by a lengthy response to a long list of IRS questions. Non-profit status was achieved for 1985 through September 22, 1991, and non-profit, 501(c)(3) charitable status was granted VPPPA, Inc., effective September 23, 1991. As such, only non-related business income to the VPPPA, Inc would be taxed and all contributions to the VPPPA, Inc. are tax deductible for the contributor.

#### 6. OTHER

**Liaison with OSHA and Other Regulatory Agencies.** Excellent almost daily communications were established with OSHA which permits informal cooperative efforts. OSHA continues to send a liaison to national Board meetings and to most of the chapter meetings. The Department of Energy is in near-weekly contact and may become a member of the Association. EPA telephone contacts are bi-monthly on the average.

The Association was able to do an in-depth analysis of the proposed changes to the requirements for the VPP and to suggest alternative means of achieving desired outcomes without unnecessary burdens to our members and potential members.

The months since the 7th Annual Conference in Washington in September 1991, have been action-packed and very exciting. The Association is much more firmly established and becoming recognized as a positive force. Please accept my personal thanks for all the assistance and understanding which you have provided in abundance. I know I can count on your help in the months ahead which will be equally full of challenge and accomplishment.

Respectfully submitted,

Margaret R. Richardson, Executive Director  
August, 1992

# VOLUNTARY PROTECTION **PROGRAM** PARTICIPANTS' ASSOCIATION, INC.

## STATEMENT OF ACTIVITIES AND CHANGES IN FUND BALANCE

(for the year ended **December 31, 1991**)

### REVENUES:

Annual conference		\$163,802
Dues		<b>66,686</b>
<b>Contributions</b>		<b>5,450</b>
<b>Merchandise sales</b>	\$16,677	
<b>Less: cost of Saks</b>	<u>14,895</u>	<b>1,782</b>
Miscellaneous revenue		<u>4,531</u>
		<b>242,251</b>

### ADMINISTRATIVE EXPENSES:

Consulting service	80,963	
Rent	10,640	
Telephone	2,802	
Office Supplies	7,708	
Postage	1,961	
Professional fees	10,883	
Advertising	187	
Printing and graphics	9,270	
<b>Insurance</b>	<b>1,480</b>	
<b>Interest</b>	<b>1,100</b>	
Depreciation	<b>2,134</b>	
Travel	<u>2,743</u>	<u>131,871</u>
		<b>110,380</b>

### ANNUAL CONFERENCE EXPENSES

Excess of revenues over expenses		<u>103,021</u>
		<b>7,359</b>

### FUND BALANCE, BEGINNING

73,451

### FUND BALANCE, ENDING

**\$80,810**

## BALANCE SHEET

(December 31, 1991)

### ASSETS

#### CURRENT ASSETS:

Cash		\$71,176
Accounts receivable		<b>2,583</b>
Prepaid expenses		<u>4,285</u>
<b>Total current assets</b>		78,044

#### EQUIPMENT AND FIXTURES

\$29,878

Accumulated depreciation	<u>(2,134)</u>	
		<u>27,744</u>
		<u><b>\$105,788</b></u>

### LIABILITIES AND FUND BALANCE

#### CURRENT LIABILITIES:

Accounts payable		\$14,771
Deferred dues revenue		800
Current maturities of long-term debt		<u>7,411</u>
		<b>22,982</b>

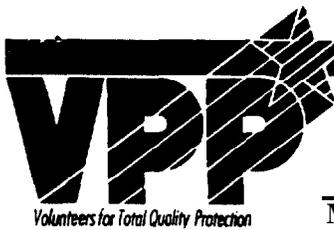
#### LONG-TERM DEBT (capital leases)

1,996

#### FUND BALANCE

80,810

**\$105,788**



**MEMBERSHIP APPLICATION/RENEWAL**

**MEMBERSHIP REQUIREMENTS**

General

- (1) For every 5000 employees over 15,000, add \$2,000.
- (2) A reduction in dues may be requested for sites unable to pay the full amount.
- (3) Worksites must be eligible to participate in the Federal OSHA or a federally approved OSHA state plan Voluntary Protection Program (VPP).
- (4) **Dues and all contributions made to the VPPPA are tax-deductible.**

Associate Membership

- (1) Worksites which have submitted an application to the VPP.
- (2) Any worksite which has in the past been accepted into the VPP.
- (3) Dues are half the amount for your site class listed in the table below.

Corporate Membership

- (1) Corporate headquarters of companies which have:
  - (a) at least one site which has submitted an application to the VPP [see General (3)], or
  - (b) at least one site which has been accepted into the VPP [see General (3)], or
  - (c) made a corporate commitment to acceptance into the VPP [see General (3)].
- (2) Dues are a flat rate of \$500.

Full Membership

- (1) Worksites which are currently approved VPP sites.
- (2) Dues are determined by number of employees (excluding contractors) using the table below.

Federal Agencies

- (1) Both own worksites and regulate occupational or environmental safety and health.
- (2) Dues are \$5,000 for the period during which VPP-like programs are being developed. \$3,000 per year starting the first full calendar year in which the agency is making program approvals.

<u>Site Class</u>	<u>Site Employee Count</u>	<u>Dues</u>
I	1 - 50	\$ 100
II	51 - 100	250
III	101 - 250	500
IV	251 - 500	750
V	501 - 1000	1,000
VI	1001 - 2000	2,000
VII	2001 - 4000	3,500
VIII	4001 - 7000	5,000
IX	7001 - 10000	6,500
X	10001 - 15000	8,000

Site Name: Department of Energy  
 Contact Name/Title: **Sanjeeva Kanth**, Occupational Safety Mgr.  
 Address: Division of **Technical Support/EH-31.2/E-133**  
 Washington, DC 20585  
 Phone: (301) 903-4516  
 FAX: (301) 903-2582

# of Employees at site: NA  
 Type of Membership: Federal Agency  
 Dues Amount: **\$5,000**

Remit to: VPP Participants' Association, Inc.  
 6845 Elm Street, Suite 500  
 P.O. Box 500  
 McLean, VA 22101

**IMPORTANT: FEDERAL ID# W-1598954**

**PLEASE REFERENCE THIS NUMBER ON ALL CORRESPONDENCE: AG001A.94**

Please address any questions to Derek Low at (703)761-1146.