VPP Annual Self-Evaluation: By the Numbers

Presented to:
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Presented by:
Jack Griffith
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
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
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.
Why do a self-assessment?

- It focuses on continuous improvement
- It’s a VPP process requirement

  • OSHA
  
  • Department of Energy
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
### Example pre-meeting training

1. **Discuss the rating criteria sheets**

<table>
<thead>
<tr>
<th>Subelement</th>
<th>Poor (0-1)</th>
<th>Fair (2-4)</th>
<th>Good (5-7)</th>
<th>Excellent (8-10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Management Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2 Goal and Objectives. There are established and communicated goals and 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:  
  - 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 |
Example pre-meeting training

2. Discuss the score sheets

Management leadership

<table>
<thead>
<tr>
<th>VPP Subelement</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Poor 0-1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fair 2-4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Good 5-7</td>
<td></td>
</tr>
<tr>
<td>Goal and Objectives: 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</td>
<td>9</td>
<td>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 statused 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.</td>
</tr>
</tbody>
</table>
### Example pre-meeting training

3. **Discuss the evaluation questions**

   **Management leadership reviews and questions**

<table>
<thead>
<tr>
<th>Document Reviews</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Written version of Project S&amp;H goals and objectives are easily accessible</td>
<td></td>
</tr>
<tr>
<td>Questions for All Employees</td>
<td>Comments</td>
</tr>
<tr>
<td>14 What are the Project/Facility Safety &amp; Health goals/objectives?</td>
<td></td>
</tr>
<tr>
<td>Questions for Managers/Supervisors</td>
<td>Comments</td>
</tr>
<tr>
<td>25 What are the Project or Facility S&amp;H goals and objectives?</td>
<td></td>
</tr>
<tr>
<td>Questions for Subcontractor Employees</td>
<td>Comments</td>
</tr>
</tbody>
</table>
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
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
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
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?
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