

Your guide to VPP reassessment

From the JSC Safety Action Committee



VPP affects every person at Johnson Space Center. As the Center Director said on Page 2, "Our record since becoming involved in VPP proves its effectiveness. It is advantageous to us to utilize VPP to its fullest extent as we go forward."

Below is an easy-to-use guide to vital VPP information each employee needs to know. Please take time to review and learn all the material. If you do not have access to the Internet links provided, ask your supervisor for copies of the online material.

For more information about the online information, contact Elmer Johnson at x32084. For questions regarding JSC's participation in the VPP reassessment, contact Amy Kennedy-Reynolds, JSC Safety Action Team chairperson, at x38643.

What is VPP?

Created by the Occupational Safety and Health Administration (OSHA), the Voluntary Protection Program (VPP) is a cooperative program between employees, unions, management and OSHA to achieve a safer, healthier work environment beyond the requirements of OSHA standard.

How does VPP apply to JSC?

OSHA will be at Johnson Space Center July 29 through Aug. 2 to reassess the Center's Safety and Total Health Program. VPP isn't a one-time evaluation; instead, it involves a reassessment every three to four years. JSC must not only maintain but also improve the Center's excellence in safety and health.

OSHA evaluates JSC's Safety and Total Health Program to see if it meets certain criteria. JSC is already a Star site, earning that honor in 1999. As a Star site, the Center enjoys the prestige of being recognized for an excellent Safety and Total Health Program. At JSC, VPP is more than recognition; safety and health must be a way of life.

JSC's slogan, "Star...Because We Care," means that Safety and Total Health is a core value here. To help prevent injuries, the VPP criteria have been incorporated into JSC's own Safety and Total Health Program. To maintain a successful program:

- ☆ Employees and management must work together to ensure a safe and healthy workplace for all employees.
- ☆ You must take responsibility for your safety and health and for the safety and health of your coworkers.
- ☆ Management must support you in making JSC a safe and healthy place to work.

What do all employees need to know?

During the reassessment, you may be called for a formal interview or an evaluator may approach you for an informal "on-the-spot" interview.

To help you prepare, we have posted the following on the Safety and Total Health Homepage (<http://www4.jsc.nasa.gov/safety/index.htm>):

- ☆ A list of things you should know:
<http://www4.jsc.nasa.gov/safety/VPPIInfo/20ThingsKnow.pdf>
- ☆ A list of possible interview questions for employees:
<http://www4.jsc.nasa.gov/safety/VPPIInfo/vppquestions.doc>
- ☆ JSC's Safety Policy:
http://www4.jsc.nasa.gov/safety/JSC_Safety_Policy/
- ☆ How to report a hazard:
<http://www4.jsc.nasa.gov/safety/R&RHazards/Stopit.htm>

To make sure you are ready, we suggest you review each of these Web sites a few times before the end of the month. If you do not have access to this information, ask your supervisor for copies.

What do managers need to know?

A major element of VPP is management commitment. Though all employees are responsible for safety and total health, a greater responsibility rests with you.

- ☆ You must first set the example and then make sure your employees work safely.
- ☆ Safety must be one of your core values.
- ☆ The concern shouldn't be get the job done, but get the job done safely.

Your basic responsibilities under each major element of the program are:

- ☆ **Management leadership and employee involvement:** Get the entire team involved – employees and management, civil servants and contractors. Demonstrate and communicate your commitment, hold the team accountable and consider safety and total health in planning. Your employees should be the "energy" behind safety and total health in your organization.
- ☆ **Worksite analysis:** Find the hazards through analysis, inspections and investigations. Your employees should be able to report hazards without fear of reprisal. Make sure all mishaps and close calls are investigated and appropriate action taken.
- ☆ **Hazard prevention and control:** Eliminate all the hazards you can. Control the rest through engineering and administrative controls, personal protective equipment (PPE), hazard control programs, emergency plans and appropriate discipline. Make sure identified hazards are posted, eliminated/controlled and tracked to closure.
- ☆ **Safety and total health training:** JSC's goal is to train and equip employees, supervisors and managers to work safely. This includes safety training, emergency training and PPE training.

A checklist of what managers should be doing regularly can be found at:

http://www4.jsc.nasa.gov/safety/VPP/MgrChecklistRev0_2002_0321.doc

A list of possible interview questions for supervisors can be found at:

<http://www4.jsc.nasa.gov/safety/VPPIInfo/vppmanques.htm>

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