Cal/VPP Onsite Evaluation Preparation

Congratulations! Your facility has successfully met the requirements of the pre-visit, which qualifies you for the Cal/VPP comprehensive onsite evaluation in the near future. The following steps will assist you for preparation of a successful onsite visit. Same information applies for onsite re-evaluation visit.

A. Onsite Evaluation Process

1. The official evaluation announcement letter will be sent to the Cal/VPP contact at site and it specifies the team members, exact time, and tentative agenda.
2. The team will evaluate your facility based on the evaluation document posted at the Cal/VPP website http://www.dir.ca.gov/dosh/cal_vpp/evaluation.pdf.

3. The evaluation will last three to five days and usually consists of three to five team members and Special Team Member(s).

4. You should have a conference room available for the team at all times during the evaluation.

5. A knowledgeable guide should be available for each team member while the team is on site. The guide should be prepared to take detailed notes of the team member‘s findings. This will be useful when addressing action items in the report later in the process. A digital camera is also useful for taking any “Before” and “After” pictures of any physical hazards that may be revealed during the evaluation.

6. Printed copies of all EH&S processes, procedures, and records (section C.) should be readily available to the Cal/VPP audit team in the conference room.

7. Plan additional maintenance personnel available to fix physical findings that are easy to fix during the onsite.

8. If your site has boilers, a Cal/OSHA Pressure Vessel Safety Engineer will be invited to evaluate boiler operations. The Cal/OSHA Pressure Vessel Safety Engineer will act as a Cal/VPP consultant and will not be there for the entire onsite evaluation.

B. Onsite Evaluation Schedule

1. The first day of the visit the Cal/VPP team leader will start with an opening conference that includes the scope and approach of the evaluation, , and the daily expectations for duration of onsite visit. You should plan a short presentation of your site, emergency evacuation plan and company’s VPP team members
   Note: The Compliance Support Person from the Cal/OSHA District Office is invited and may attend the opening conference presentation and accompany the

Cal/VPP team during the initial site tour.

2. Subsequent to the opening conference presentation, plan to provide the Cal/VPP team a brief tour of the facility. After the brief facility tour, the Cal/VPP team members will have a team meeting in the conference to review assignments and schedule. The Cal/VPP team members will individually review their assigned areas of expertise. Subject matter experts should be present or readily available when Cal/VPP team members are reviewing their VPP element or H&S program or policy. Cal/VPP team members should be accompanied with the guides at all times when inspecting physical conditions of the facility. Other daily VPP activities includes review of document/records, and interviews with management staff, hourly employees and contract or temporary personnel. These activities will be repeated throughout the course of the evaluation until implementation all of the VPP elements have been verified.

3. Plan lunchtime presentations that depict safety and health related accomplishments for which your site is especially proud.

4. At the end of each day, the Cal/VPP team will hold a wrap up meeting with your site's VPP team to summarize their findings for that day. The evaluation team will need some time each day to prepare for the wrap up meeting.

5. At the conclusion of the visit, a closing conference will be held to summarize the audit teams' findings for either the site VPP team and site management or all site employees.

C. **List of Documents**

The following documents need to be readily available in a conference room for team review during onsite evaluation.

Note: One to three years of requested documents should be available for review by the Cal/VPP team.

1. OSHA log, first aid logs, and workers' compensation first report of injury (or OSHA 101) form for three years

2. Records of total case injury rate (TCIR) and day away, restricted, and transferred rates (DART) for the past three (3) years. Include the hours worked (including overtime) for site employees reflecting all full and part-time site employees, including seasonal and temporary contract employees under the applicant's direct supervision, and administrative controls.

To calculate the **T**otal **C**ase **I**ncidence **R**ate (**TCIR**) you will need to use the following data: OSHA Log 300A, columns G + H + I + J, and total hours worked as shown in the following calculation:

$$\textbf{TCIR} = \frac{\text{Total Number of Recordable Injury \& Illness Cases} \times 200{,}000}{\text{Total Hours Worked by all Employees during the Calendar Year}}$$

To calculate the **D**ays **A**way & **R**estricted work & job **T**ransfer (**DART**) incidence rate you will need to use the following data: OSHA Log 300A, column H + column I and total hours worked as shown in the following calculation:

$$\textbf{DART Rate} = \frac{\text{Days Away Cases + Restricted or Transfer Cases x 200,000}}{\text{Total Hours Worked by all Employees during the Calendar Year}}$$

3. All required safety and health training program modules and actual attendance records of training sessions

4. All applicable Title 8 California Code of Regulations Cal-OSHA safety and health programs with associated documentation showing implementation. Examples include but are not limited to the following:

a) Injury and Illness Prevention Program
b) Forklift
c) Electrical
d) Hoists, Cranes
e) PPE program
f) LOTO
g) Hot Work
h) Machine Guarding
i) Fall Protection
i) Hazard Communication
j) Hearing Conservation
k) Ergonomics
l) Lead and Asbestos
m) Bloodborne Pathogen
n) Chemical Hygiene
o) Confined Space
p) Respiratory Protection

5. Written self-inspection program including inspection documents and records of corrective actions tracked to closure.

6. Accident investigation program including reports, trend analysis, and corrective actions tracked to closure.

7. Completed forms for employee reports of safety or health problems/suggestions (including anonymous system), and tracking systems

8. Lockout/Tagout Programs and related documentation including annual revalidations

9. Written Preventive Maintenance program and related records

10. Medical Program

11. IH sampling and records and status of recommendations

12. Written emergency plans/procedures and evacuation drills including critiques

13. Safety and health committee charters, mission statements and minutes (where applicable)

14. Identification process and tracking of health & safety leading indicators.

15. Evidence of line management and supervisors accountability including management's specific safety and health related performance evaluations, site's reward and penalty systems, budget, disciplinary system.

16. Contractor program, including the site's contractor selection criteria, the contractors' Injury and Illness Prevention Programs, contractor onsite injury records, the site's contractor orientation records, and the site's monitoring records for unsafe conditions and unsafe acts at the contractors' worksites and affirmation that findings were resolved.

17. Annual Comprehensive Safety and Health audits of the entire site by qualified consultants and records showing the status of audit results.

18. Hazard review and analysis documentation such as process reviews and/or job safety analysis

18. Current employee roster, in alphabetic order, including the employee's shift and position. In addition, provide an updated organizational chart, and site maps.

19. List of Chemicals and Carcinogens at the site

20. Permits, certifications for all equipment such as cranes, boilers, elevators, and pressure vessels.

21. Documentation of closure regarding action items from comprehensive surveys, periodic site inspections, incident analyses, preventive maintenance activities, industrial hygiene analyses/monitoring activities, employee safety suggestions/hazard ID's, etc. Documentation should be retained with the respective programs.

22. (For chemical industry) Copies of all information required under the Process Safety Management standard.

Version: January 2018