# DIVISION OF OCCUPATIONAL SAFETY AND HEALTHCONSULTATION SERVICESPOLICY AND PROCEDURE MANUAL

**TITLE: PARTNERSHIP PROGRAMS: P&P D-64**

**VOLUNTARY PROTECTION PROGRAM Star and Reach Page 1 of 18**

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AUTHORITY: OSHA Act Section (2)(b)(1), 29 CFR Part 1952, OSHA Instruction TED 8.1, and California Labor Code Sections 6300 and 6354.

POLICY: By recognizing employers that implement exemplary health and safety management system(s) at specific fixed worksites and thereby prevent job-related injuries and illnesses, both immediate and long-term, Cal/OSHA promotes the development and implementation of an effective safety and health management system and draws attention to model programs for others to follow. Recognition and exemption programs provide incentive and support to employers who agree to work with their employees to develop, implement, and continuously improve the effectiveness of their workplace safety and health management systems. The exemption component of the Cal/VPP Star and Reach programs provide that employers who meet all of the criteria and on-going requirements outlined below are removed from Cal/OSHA's programmed inspections for a period of not less than one year.

It is the policy of the Division of Occupational Safety and Health to provide opportunities for entire industries and individual establishments to work as partners with labor and Cal/OSHA in implementing and maintaining high standards of workplace safety and health management. The resulting partnership offers two levels of recognition to qualified companies and their employees:

* Voluntary Protection Program Star: This is considered the leadership recognition level for companies that have highly effective safety and health management systems.
* Reach Program: For fixed sites that show continuous improvement in the effectiveness of their health and safety management system but have not yet reached Cal/VPP Star qualifications.

As an incentive for companies to improve workplace safety and health management system, the Cal/VPP Star and Reach programs have provisions for programmed inspection exemption.

PROCEDURES: All eligible fixed-sites/establishments that successfully pass a structured evaluation by the California VPP Star evaluation team shall be given VPP recognition and a programmed inspection exemption.

The VPP evaluation team(s) shall utilize Special Team Member (STM) services as much as possible to mentor, pre-visit, and audit potential sites and VPP renewals. See P&P D-64.1.

## A. ASSURANCESFORPARTICIPATION

1. Employees must be made aware of the employer’s participation in the program.
2. Participants must be able to demonstrate through documentation, interviews and work site evaluations that there is an effective and on-going injury and illness prevention program.
3. All hazards and program deficiencies discovered by the Cal/VPP Team shall be corrected in a timely manner. The team expects that participants shall be on the leading edge of hazard prevention technology.
4. The results of the VPP evaluation shall be made available to all employees.
5. Employees shall not be discriminated against for participation in safety and health duties or reporting of unsafe conditions/acts.
6. All written information needed to evaluate the employer’s safety and health program will be made available to the VPP Team.

NOTE: Sensitive documents will not be copied. If an applicant is not approved or a participant withdraws, all original application material will be returned.

1. If the employer has been inspected in the last three years, the inspection, abatement, and/or other history of interaction with Cal/OSHA Enforcement must indicate good faith attempts to abate unsafe conditions and to improve safety and health at the workplace.
2. The existence of any of the following at the worksite precludes participation in VPP:
3. Open enforcement investigations prior to VPP certification.
4. Pending or unabated citations under appeal at the time of the application submission.
5. Unresolved, outstanding enforcement actions such as long-term abatement agreements or appeals.
6. Willful, repeat, or willful-repeat final order citations for a site in the last three years will disqualify the applicant.
7. Participation in the program is site specific and must be for a fixed location. Construction contractor sites are not considered fixed unless the site will be in operation for more than one year.
8. The site’s most recent DART (Days Away from work, Restricted work or job Transfer) three year average and their most recent TCIR (Total Case Incident Rate) three year average must be below 90% of the most recent applicable and respective NAICS code three year average rates published by the Bureau of Labor & Statistics (BLS).
9. All of the following core elements must be in place for a period of not less than 12 months before approval:
	1. Management Commitment (See Guideline for Employee Recognition Attachment B)
	2. Employee Involvement
	3. Worksite Analysis
	4. Hazard Prevention & Control
	5. Safety & Health Training
	6. Safety & Health Program Evaluation
10. Organized labor sites must have the recognized bargaining agent sign the application or submit a signed statement indicating that the collective bargaining agent(s) do(es) not object to participate in the program.
11. The owner, CEO of the company, or senior management staff at the site must sign the application indicating their willingness to participate in the program.

NOTE: Whenever significant organizational, ownership, union, or operational changes occur, such as but not limited to a change in management, takeover, or merger, the participant will provide the Cal/OSHA VPP manager within 60 days of such changes a new statement of commitment signed by both management and any authorized collective bargaining agents, as appropriate.

1. VPP candidates and members must agree to notify the Cal/OSHA VPP team if a significant event occurs at the site and if a Cal/OSHA enforcement action is initiated. The Cal/OSHA VPP team shall then immediately notify Federal OSHA Region IX.

## B. APPLICATION AND PRE-VISIT EVALUATION PROCEDURE

1. Inform the applicant within 15 working days that the application has been received.
2. If applicant site has PSM coverage under CCR 5189, then a PSM specialist will be assigned to review critical documents related to PSM before onsite is scheduled.
3. The VPP Manager will, upon receipt of the application, provide a copy of the application to the assigned VPP team leader and to a qualified STM for pre-visit evaluation.
4. The VPP Manager will notify applicant representative regarding STM qualifications and background.
5. The VPP Manager will review the inspection history of the prospective VPP participant.
6. The VPP Manager or his designee will review the application and determine whether the applicant qualifies for VPP at this time. Prior to the pre-visit, the STM who will conduct the pre-visit will also review the application. Any elements in the application that generate questions or concerns in the mind of the reviewer should be noted for review during the pre- visit evaluation.

NOTE: If it is clear from the application that the applicant cannot qualify for VPP, the VPP Manager should suggest that the application be withdrawn.

1. When the application is accepted, the assigned STM or consultant will contact the applicant representative to discuss a date for the pre-visit evaluation.
2. During the pre-visit evaluation, the STM and/or consultant will meet key staff and make a brief survey of the critical physical areas, looking for health and safety issues that do not meet the requirements of the Cal/OSHA regulations and might indicate weaknesses in hazard recognition training or other Cal/VPP elements. The STM will also review any of the site’s VPP elements which were not adequately explained in the company’s application and other elements the STM believes are worthy of review.
3. The STM or consultant will also verify the Log 300 rates. The reviewer shall check the Log 300 and calculate both the DART and TCIR rates for the workplace covered by the application. The applicant rates are based on the site’s most recent DART (Days Away from work, Restricted work or job Transfer) three-year average and its most recent TCIR (Total Case Incident Rate) three year average. Both rates must be below 90% of the most recent specific industry average published by Bureau of Labor Statistics (BLS).

The following steps must be completed:

1. Review the Cal/OSHA Log 300 for the applicable time period to see that the logs have been properly maintained for the entire period.
	* 1. The dates of entry should be reasonably continuous and accurate.
		2. The injuries should be consistent with Division of Labor Statistics and Research definition of injuries and illnesses.
2. Verify that DART (days away from work and job transfer or restriction) case entries are recorded properly by reviewing the company’s 5020 forms or Doctor’s First Report of occupational injury and illness forms. These injury/illness report forms should be compared with Cal/OSHA 300 Log entries to assess the accuracy of classification (First-aid cases vs. Recordable) and the thoroughness of log maintenance.
3. If errors are found, they should be discussed with the record keeper to determine whether changes in the Cal/OSHA 300 Log are needed. Once agreement is reached, any necessary changes can be made.
4. Based on the verified Cal/OSHA 300 Log, including any changes made, DART (Days Away from work, Restricted work or job Transfer) and TCIR (Total Case Incident Rate) must be re calculated.
5. Three-Year TCIR Calculation. To calculate three-year TCIR, add the number of all recordable injuries and illnesses for the past three years and divide by total hours worked for those years. Multiply the result by 200,000.

[(#inj + #ill) + (#inj + #ill) + (#inj + #ill)] x 200,000

 [hours + hours + hours]

 NOTE: A TCIR rate is an injury and illness reporting term that stands for Total Case Incident Rate. TCIR is also called Total Recordable Case (TRC) rate. (#inj + #ill) in the above

formula is the added totals from column H, I, and J on the log 300 form.

NOTE: Employee hours should reflect all full and part-time workers, including seasonal, temporary, administrative, supervisory and clerical.

1. Three-year DART Rate Calculation. To calculate three-year DART rates, use the same formula as in B.9.d.i, above, except add the number of all recordable injuries and illnesses resulting in days away from work, restricted work activity, and/or job transfer for the past three years.

[(#DART inj + ill) + (#DART inj + ill) + (#DART inj + ill)] X 200,000

 [hours + hours + hours]

NOTE: A DART rate is an injury and illness reporting term that stands for Days Away, Restricted or Transferred from

work. (#DART inj + ill) in the above formula is the added totals from Columns H & I on the log 300 form.

 NOTE: Rounding instructions. You must round the rates to the nearest tenth following traditional mathematical rounding rules. For example, round 5.88 up to 5.9; round 5.82 down to 5.8, round 5.85 up to 5.9.

1. The rates for the current year to date should be calculated as above.
2. Alternative Calculation for Small Worksites.
3. An alternative rate calculation is available to worksites where a single or relatively small number of incidences would cause the worksite’s disqualification when using the normal three-year rate calculation.
4. If the following criteria are met, the TCIR and DART rate calculations can be based on the best three out of the most recent four complete calendar years’ injury and illness incidence experience.
	* + 1. Using the most recent calendar year’s hours worked, calculate a hypothetical TCIR assuming that the employer had two cases for the year.
			2. Compare the hypothetical rate to the three most recently published years of BLS combined injury/illness Total Case Incidence Rates for the industry.
			3. If the hypothetical rate is equal to or higher than the BLS rate in at least one of the three years, the employer qualifies for the alternative rate calculation method.
5. Analyze the log 300 for accident trends. What kinds of injuries and illnesses are occurring, and where are they occurring?
6. After the pre-visit evaluation, the VPP Manager will discuss the results with the STM or consultant. If both the VPP Manager and the STM and consultant agree that the establishment is ready for final evaluation, then the VPP Manager will contact the applicant representative to schedule a date for the final on-site review. The duration of the visit will depend upon the size and complexity of the site.

If the site is not ready for onsite evaluation, the STM or consultant shall provide recommendations and mentoring to the applicant.

1. When the on-site evaluation has been scheduled, the Chief of the Division, Deputy Chief of Enforcement, Regional manager and District manager will be notified to defer any scheduled inspection until a decision on approval to VPP has been made.
2. If the applicant decides for any reason to withdraw the application, the original application will be retained for a period of one year. The Chief of the Division will be notified of any withdrawn applications.

## C. THE ON-SITE EVALUATION PROCEDURE

The on-site evaluation is a management review of the site safety and health program to verify the information provided in the VPP application in order to recommend approval or re-approval.

1. Pre-onsite activities:
2. The VPP Manager will prepare the onsite evaluation announcement letter which includes onsite date, team members, scope of evaluation and process, accompanied by the Cal/VPP Onsite Evaluation Preparation document, D-64
3. A, to help the employer prepare for the upcoming onsite evaluation.
4. Medical Access Order (MAO). The VPP Manager or team leader must prepare Medical Access Order (MAO) for Cal/OSHA chief according to Attachment C.
5. The VPP Manager must then direct the applicant or participant to post the MAO in a prominent place at the worksite for at least 15 working days prior to the onsite evaluation. If the applicant/participant did not receive the MAO prior to the onsite evaluation, the team leader must direct the applicant or participant to post a copy immediately after the opening conference. The posting must include a notice advising employees to inform management of any objection to their medical records being reviewed, in confidence, by Cal/OSHA employees.
6. The VPP Manager or team leader shall promptly present a copy of the written access order (which does not identify specific employees by direct personal identifier) to each collective bargaining agent representing employees whose medical records are subject to the written access order.
7. The VPP manager will choose the team leader and team Members according to the size and complexity of the site. At a minimum the team will include a Team Leader, a safety specialist and an industrial hygiene specialist. Additional safety and health specialists and Special Team Members may be required according to the industry, (i.e. process safety management specialists, etc.). One of the Team Members will be designated as a back-up Team Leader.
	1. Basic Qualifications of Team Members.

Team Leader Qualifications

* Science or Engineering degree from an accredited educational institution
* Excellent knowledge of California Code of Regulations Title 8 (CCR T8) relevant to occupational safety and health
* Demonstrate a thorough knowledge of Cal/OSHA VPP policy
* OSHA 2450 or equivalent training
* Excellent verbal and written communication skills
* Complete understanding of the VPP process via on-the-job training on at least ten (10) onsite visits led by experienced VPP team members
* Ability to lead consultants and Special Team Members (STMs) during audits
* Act effectively during interactions between Star sites and Cal/OSHA offices, i.e., enforcement, PSM unit, pressure vessel unit, etc.

Under the supervision of the VPP Manager, the Team Leader must also be able to perform the following:

* Prepare team assignments for onsite evaluations and re-evaluations
* Lead presentations at opening conferences and conduct wrap-up meetings and closing conferences
* Prepare the team’s audit report

Special Team Member (STM) qualifications:

* STM candidates must be health and safety professionals from existing VPP Star sites.
* STM candidates must submit their resumes for review (Attachment A)
* STM candidates must attend an initial Special Team Member training class (2 ½ days)
* Receives on-the-job training at onsite audits
* Perform pre-visit, onsite evaluation, re-evaluation and mentoring before refresher training
* Must attend biennial STM Refresher training
1. The VPP Manager will notify the assigned Compliance Support Person about the on-site evaluation. The Compliance Support Person will attend the opening conference. (Refer to DOSH P&P C~~-~~16.)
2. The Team Leader and the Team Members will meet prior to the on-site evaluation to plan the details of the visit and to assign tasks. This planning session could be made using a conference call or meeting shortly before the on-site.

If the site has one or more processes which fall within the scope of the PSM regulation, the site’s PSM program will be evaluated by the auditor(s) having PSM experience. If multiple units fall under PSM, one or more units shall be audited. The unit(s) selected will be based on the criteria used in the PHA subsection of the PSM regulation. The audit will cover the following subsections in the PSM regulation:

* PSI
* PHA
* Unit Operating and Maintenance Procedures
* Unit specific training of operators and maintenance personnel
* PSSR
* Mechanical integrity and maintenance regarding piping, vessels, and instrumentation
* MOC
* Employee participation in the above PSM areas

Note that although there are other subsections in the PSM regulation, they duplicate items found on the Cal/VPP On-Site Evaluation Checklist and will be done by whomever is assigned to those items.

1. The team leader shall give team members a copy of the application or applicant’s last on-site evaluation report, if any.
2. Team members must equip themselves with the appropriate Personal Protection Equipment such as safety shoes, safety glasses, and hard hats, required for the on-site evaluation.
3. The on-site evaluation should consist of the following:
4. Opening Conference (first day on-site)

1. Introductions
2. Explanation of the scope and evaluation process including time frames and the need for private & random interviews. (Refer to D-64 Appendix B for interview procedures)
3. Schedule daily activities
4. Brief tour of facility
5. Encourage employee involvement in the opening/closing conferences, and walk-around.
6. The Compliance Support person will leave the site after Opening Conference and the brief tour of the site.
7. If the Compliance Support person is not available at the site, the Compliance Support person shall arrange to visit the site at a later date.
8. Walk-around & Document Review (daily)
	* 1. Individual tours
		2. Interviews (all shifts)
		3. Program and record reviews
		4. Team wrap-ups
		5. Employer daily wrap-ups to discuss findings
9. Closing Conference
10. Team Members will gather enough information from the application, documentation, observations and interviews to verify that the VPP elements are in place. The Cal/VPP Evaluation Checklist ( Listed at Cal/VPP webpage) will be used to document verification.

Interviews with randomly selected employees are done to verify and assess the effectiveness of the safety and health program. These interviews should be conducted in private, unless the employee requests otherwise. Depending on the number of employees, approximately five to twenty percent of the total work force will be interviewed. D-64 Appendix B provides suggested interview questions to ask.

* 1. Types of Interviews
		1. Informal interviews are brief interviews conducted at random with employees at their workstations. They can take from 5 to 15 minutes long.
		2. Formal interviews are usually longer than informal interviews and are conducted away from employee workstations in the office. Team members will select employees at random from employee rosters and/or based on observation during walk around. These interviews can take from 15 to 30 minutes long. The selection of person to be interviewed is made by the evaluation team, not by the employer.
	2. Employees from each discipline should be interviewed. Types of employees to interview include, but are not limited to:
		1. Managers
		2. Supervisors
		3. Maintenance personnel
		4. Human resources
		5. Training coordinators
		6. Safety committee members
		7. Employees involved in the safety program
		8. Temporary employees
		9. Contractor employees
		10. Emergency response personnel
		11. Nurses and medical program administrators
		12. Safety inspectors
		13. Employees at random (office, production, warehouse, etc.)
		14. Union Representatives
		15. General Manager
		16. Health & safety Manager
		17. PSM Coordinator
	3. Factors Impacting Interview Responses

Team members should look for an overall pattern of employee perception of worksite conditions and the safety and health program. An interview with one person alone should not influence a team member's decision. The following factors may influence employee interview responses:

* + 1. Individual employee personal grievances.
		2. Contract talks or an organizing campaign.
		3. Employees fearful of layoffs or plant shut downs.
1. Prior to the end-of-the-day wrap-up with the employer’s representatives and any employees, the team shall meet privately to review and summarize their findings at the end of each day. The team leader shall allow adequate time for complete discussion of issues prior to oral presentation of findings to the applicant and any employees during daily wrap-ups and closing conference.

If, at the conclusion of the on-site evaluation, additional action is needed to meet the qualifications for approval, reasonable time (up to 90 days) will be allowed for those actions to be taken before an approval decision is made. A follow-up on-site visit will be made to verify the actions taken. A new on-site evaluation may be required if the 90 day period has elapsed.

NOTE: All Title 8 California Code of Regulations deficiencies noted must be corrected even when the applicant chooses to withdraw their application.

## D. THE EVALUATION REPORT AND APPROVAL

1. When the on-site evaluation has been completed, a written report will be completed. The report will include a description of the site, the site’s three year injury and illness statistics, a summary of the strengths found at the site, and the opportunities for improvement and Title 8 deficiencies found at the site. Refer to D-64 Appendix C for report format. The Special Team Members (STMs) are encouraged to complete their portions of the report prior to leaving the audited site. This ensures timely completion of the STM’s report. Other team members will send their assigned parts of the report to the Team Leader. The team leader will edit the portions from each team member and forward the report to the VPP support staff for assembly.
2. The VPP Manager will review the assembled report and, upon approval, it will be issued with a cover letter signed by the VPP Manager.
3. An electronic and a registered mailed copy of the final report will be sent to the applicant’s representative.
4. After the site has completed action on all the program elements and hazard deficiencies, a follow-up evaluation will be conducted by one or more team members to evaluate and affirm the corrective actions. The final report, consisting of a cover letter attached to a copy of the report prepared earlier will be sent to the Program Manager of Consultation, who on concurrence will recommend approval to the Chief of the Division.
5. One-year conditional approval for existing Cal/VPP Star sites: The onsite re-evaluation team may recommend this alternative if the worksite has allowed one or more elements of safety and health management systems to fall below Star quality or the 3-year average rates are above industry averages. An onsite re-evaluation shall be performed within one year to determine if the worksite’s safety and health management system has returned to Star quality. If Star quality has been restored, the team leader and VPP manager shall recommend that the worksite to be re-approved in the Cal/VPP Star Program; otherwise the participant worksite will be considered for Reach approval or removed from the Cal/VPP program.
6. A congratulation letter signed by Chief of the Division with Cal/VPP Star certificate valid for three years and a flag template will be mailed to the Cal/VPP representative at the approved site. A copy of the congratulatory letter will be mailed to union representative(s) at the site. If the on-site re-evaluation reveals weaknesses in management commitment and hazard recognition, Cal/OSHA may issue a one-year conditional certificate or a Reach certificate to allow the site to correct and/or improve upon identified weaknesses.
7. The applicant achieves Cal/VPP Star certification on the date that the Chief of the Division signs the final report.
8. The Chief of the Division will send a letter to the applicant whenever the Program Manager of the Consultation Services or the Chief of the Division

denies approval. The applicant may appeal the denial and, upon request, meet with the Chief of the Division.

## E. REACH CERTIFICATION PROCESS

1. Following an on-site (re-)evaluation and at the discretion of the Cal/VPP Manager, sites with gaps or inadequacies in their health and safety management systems such that they do not qualify for Cal/VPP Star Certification may be approved as participants in the Reach Program for maximum of three years.
2. Following the (re-)evaluation, a report will be created regarding the findings and sent to the site. The reporting process will mirror the process described in paragraph D.
3. Reach approved sites will provide quarterly status reports to the on-site evaluation team describing how EHS management system gaps are being corrected along with applicable capital project and training status.
4. A Cal/VPP team will conduct an annual on-site re-evaluation at Reach approved sites. The re-evaluation will be identical with the Cal/VPP Star on-site evaluation process described in paragraph C.
5. Reach approved sites must continue to work toward Cal/VPP Star certification. If a quarterly status report or an annual re-evaluation shows that inadequate progress has been made toward achieving Cal/VPP Star certification, the site will be asked to withdraw from Reach certification or termination proceedings as outlined in paragraph G will be implemented. See paragraph G for other issues that may lead to termination.
6. Whenever a re-evaluation confirms that the site has met Cal/VPP Star standards, VPP certification procedures outlined in paragraph D will be followed.

## F. POST APPROVAL

* 1. Cal/VPP Star and Reach sites will be removed from the Cal/OSHA enforcement programmed inspection list.
	2. The Compliance Support Person will, to the extent possible, conduct all complaint inspections and accident investigations. The support person will also serve as a resource for the VPP employer by responding to questions or other requests for compliance issues and activities. (Refer to DOSH P&P C-16)
	3. Every year by February 15, Cal/VPP Star sites will send to the VPP Manager the site’s annual program evaluation, DART and TCIR rates, number of hours worked, and number of employees for the past full year. The annual evaluation report requirements will be posted at the Cal/VPP website and should include:
1. Any mentoring activities with California sites.
2. Special Team Member assignments such as mentoring outreach activities, onsite(s) and pre-visit(s) along with the dates conducted.
3. Key issues/recommendations identified during comprehensive audit including corrective action plans for each issue/recommendation
4. Progress made on the previous year’s recommendation.
5. Changes in organization.
6. Changes in processes.
7. Changes in Cal/VPP elements
8. Significant health and safety projects in last year.
9. Success stories and/or best practices.
10. Measurements such as safety suggestions, near misses, training, work orders, and corrective actions used to track safety programs progress.
11. Injury/incident rates, TCIR and DART.
12. Comparison of last year rates and measurements to previous year.
13. If DART and/or TCIR are higher than previous year, provide root causes, trend analysis, and corrective actions.
14. Goals for next year and action plans to achieve goals.
15. Changes in duties of the Safety Committee(s) and first-line supervision
16. Description of any serious injuries including contractors.

 If the site has been in the program less than one year, then annual evaluation is not required.

* 1. If the annual report shows elevated DART and/or TCIR rates, an on-site visit will be planned to verify corrective actions and develop a plan to reduce rates.
	2. Once approval is granted, the term of participation in the Cal/VPP Star continues indefinitely, contingent upon continued triennial re-evaluation approval.

 NOTE: The participating site must send a letter to the VPP Manager requesting re-application. If the information in the original application has changed, the site must describe those changes.

* 1. The participant’s application will become public record after approval has been achieved. All other documents such as onsite reports and annual reports which are maintained in the participant file are confidential.
	2. If serious injuries or fatalities occur at a Cal/VPP Star or Reach site, the Cal/VPP team will reevaluate the participant’s health and safety management system as soon as the enforcement case file is closed. If serious deficiencies are identified during the revaluation, the Cal/VPP manager may recommend the site be disqualified from participation in the Cal/VPP Star program.

## G. TERMINATION OR POST-APPROVAL WITHDRAWAL

The participating site management, or the recognized collective bargaining agent, where applicable, may withdraw from the program for any reason. The Division may terminate a site’s Star or Reach status whenever:

* 1. The site is sold to another company and the new company does not meet the qualification.
	2. It is determined that the site has failed to maintain the safety and health program in accordance with the program requirements.
	3. Injury and illness rates rise above the required levels.
	4. The site fails a re-evaluation.
	5. Willful, repeat, or willful-repeat final-order citations are issued by Cal/OSHA Enforcement. The Cal/VPP team reserves the right to re-evaluate the site if other than willful or repeat serious citations are issued.

A formal letter explaining the reasons for termination will be prepared by the Cal/VPP Area Manager to Consultation Program Manager. The Consultation Program Manager will make the final termination decision and inform Cal/OSHA Chief and the site’s representative.

## Attachment A

### Special Team Member Application/Resume

NAME

COMPANY

ADDRESS

Email

Telephone numbers

1. Provide a brief description of your education and experience including any designation, etc.
2. Explain your previous safety auditing/training experiences in the past.
3. List the types of industries you prefer to participate with.
4. List your preferred evaluation assignments during onsite evaluations.
5. Describe geographical limitations regarding travel.
6. List scheduling limitations, when possible, where you are unable to actively participate (i.e., scheduled vacations).
7. List your emergency contact information.
8. List any physical and dietary limitations.
9. Provide a statement of your company’s approval of your participation and its commitment to VPP.
10. Additional supporting information as appropriate.

## Attachment B

### Guideline for Employee Recognition

1. Recognition must be for positive activities that increase employees’ participation and will contribute to the site’s safety improvement( e.g. coaching/mentoring coworkers, providing training, reporting near miss, project leadership, and suggestions)
2. Recognition should be based on annual comprehensive evaluation of all VPP elements and /or perception survey.
3. Recognition must be simple to understand and communicated to all employees.
4. Recognition can be monetary and/or psychological
5. Recognition must be for more than “condition of employment” participation(e.g. wearing required PPE, locating SDS)
6. Recognition must be for activities that are effective at getting desirable results, not following safety rules & policies.
7. Rewards/recognition cannot be granted for achieving injury and illness rate reduction.
8. Employees or work units cannot be denied reward/recognition as direct result of an accident or incident.

## Attachment C

### Medical Access Order

(Sample)

Date

Contact name

Title

Company

Address

Re: Medical Access Order, Cal/VPP onsite visit

Dear

Pursuant to Section 3204 of Title 8 of the California Code of Regulations, you are hereby required to make certain employee medical records available for examination by the authorized representative(s) of the Chief, Division of Occupational Safety and Health (DOSH). You must provide access to the medical information listed below for all employees located at *(provide complete address)* , during the period of January 1, 20*xx* through the present date.

The medical information required is anticipated to contain material/data necessary to accomplish the purpose of the Cal/VPP onsite visit and which shall include, but is not limited to:

Any and all records of biological and medical monitoring, occupational health examinations and laboratory tests with the results of their findings attached, hospitalizations, medical histories, assessments, reviews, opinions, removals, transfers and/or recommendations.

The authorized representative for the purpose of this request is at *(provide name)* , VPP consultant of the Cal/OSHA Office, located at *(provide complete address)*. The records will be reviewed during , and will be maintained in a confidential manner, in accordance with California Law.

You are required to prominently post a copy of this written access order for at least fifteen (15) working days.

Sincerely,

Juliann Sum

Chief

cc: Eugene Glendenning

 Paul Papanek

 Iraj Pourmehraban