**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. The following has been put together to help you prepare your site for a successful onsite visit.

**A. Onsite Evaluation Process**

1. Designate a conference room for the team during the evaluation and a few rooms for conducting interviews/meetings.
2. A knowledgeable guide should be available for each audit team member while the team is onsite. The guide should be prepared to take detailed notes of the auditor’s findings. This will be useful when addressing areas for improvement 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 audit.
3. Latest 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.
4. Have additional maintenance personnel available to fix physical findings that are easy to fix during the onsite evaluation.
5. All non-systematic findings that are completely corrected during the onsite evaluation will not show up in the Cal/VPP report.

**B. Onsite Evaluation Schedule**

1. The first day of the onsite evaluation plan to provide an overview of the facility and organization, work schedule(s), contractors activities and any safety meetings/events during the week. The Cal/VPP team leader will also present an overview of the Cal/VPP process.

Note: The compliance support person from the Cal/OSHA district office is invited and may attend the opening conference to accompany the team during the initial site tour.

1. After the presentations, provide the Cal/VPP team with a brief tour of the facility. Provide a copy of the site layout for each team member.
2. The Cal/VPP team members will then individually begin reviewing their assigned areas of expertise. The team should always be accompanied by site guides when inspecting specific parts of the facility. Other daily VPP consultant activities include document/records review and interviews with management, contractors and other personnel. These activities will be repeated throughout the course of the audit until all the Cal/VPP elements and applicable Title 8 requirements have been reviewed.
3. Plan to coordinate presentations that depict safety and health-related accomplishments for which your company 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 audit team will need some time each day to prepare for the wrap-up meeting.
5. At the conclusion of the evaluation, a closing conference will be held to summarize the audit team’s findings for either the site’s 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 Logs 300 & 300A and first aid logs for three years.
2. Records of Total Case Incidence Rate (TCIR) and Days Away from work, Restricted work, and job Transfer 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.
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. Examples include but are not limited to the following:

a) Forklift i) HazCom

b) Electrical j) Hearing Conservation

* 1. Hoists, Cranes k) Ergonomics
	2. PPE Program l) Lead and Asbestos
	3. LOTO m) Bloodborne Pathogens
	4. Hot Work n) Chemical Hygiene
	5. Machine Guarding o) Confined Space

h) Fall Protection p) Respiratory Protection

1. Written self-inspection program including inspection documents and tracking records.
2. Accident investigation program including reports and their analysis.
3. Completed forms for reports of safety or health problems/suggestions (including anonymous system), and tracking systems.
4. Lockout/tagout programs and related documentation including annual revalidation.
5. Written preventive maintenance program and related records.
6. Written Injury and Illness Prevention Program.
7. Medical program.
8. Industrial hygiene sampling and records.
9. Written emergency plans/procedures and evacuation drills including critiques.
10. Safety and health committee/team charters, mission statements, agendas, and minutes
11. Evidence of line management and supervisors’ accountability including management’s specific safety and health-related performance evaluations, site’s rewards tied to leading indicators, budget, and disciplinary system.
12. Contractor program including selection criteria, Injury and Illness Prevention Program, onsite injury records, and onsite periodic inspections.
13. Annual comprehensive safety and health audits of the entire site by qualified consultants.
14. Hazard review and analysis documentation such as process reviews and/or job safety analyses.
15. Employees roster, updated organizational chart, and site maps.
16. List of chemicals and carcinogens at the site.
17. Permits and certifications for all equipment such as cranes, boilers, and pressure vessels.

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