

Application Format

Your application should address each item listed below.

Use the following numbering system below to help speed up the review of your application. Where existing policies, guidelines, forms, etc., describe your programs, you are encouraged to enclose them rather than writing new material for this application.

I. General Information

A. Names and addresses

- 1. CORPORATE NAME, COMPANY NAME (if different from above),
CORPORATE HOME ADDRESS, SITE ADDRESS (ES) (if different from home address).
- 2. SITE Cal/VPP REPRESENTATIVE, TITLE, ADDRESS(ES), PHONE
NUMBER(S), EMAIL ADDRESS:
- 3. CALIFORNIA VPP MENTOR SITES YOU HAVE BEEN ASSIGNED OR WORKED WITH
- 4. COLLECTIVE BARGAINING

B. Other site information (required for each site):

- NUMBER OF EMPLOYEES.
- NUMBER OF CONTRACT WORKERS (used routinely).
- TYPE OF WORK PERFORMED AND/OR PRODUCTS PRODUCED.
Attach a process flow diagram depicting primary operation
- LIST ALL SAFETY AND HEALTH AWARDS AND CERTIFICATES OF
ACCOMPLISHMENTS YOUR SITE HAS OBTAINED.
- LIST OF POTENTIAL HAZARDS ATTRIBUTED TO YOUR TYPE OF INDUSTRY.
- LIST OF APPLICABLE CAL/OSHA PROGRAMS
- INDUSTRY SIC and/or NAICS CODE(S): Click Here
<http://www.census.gov/epcd/www/naics.html>
- INDUSTRY RATES: Click Here <http://www.bls.gov/iif/>
All rates shall be for last three completed calendar years and average of all three years combined.
- YOUR SITE'S DART AND TCIR RATES
To apply for Cal/VPP status, the applicant company must have reduced both the three-year TCIR and the DART rates to below 90% of the three-year average rates for that industry. Please provide the injury data requested for the last three-year calendar years. Hours worked (including overtime) for site employees shall reflect all full and part-time site employees, including seasonal and temporary contract employees under the applicant's direct supervision, and administrative controls. If the site's rates are above the requirement, the Cal/VPP onsite team may consider the site for Cal/Reach program.

To calculate the Total Case Incidence Rate (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:

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

To calculate the Days Away & Restricted work & job Transfer (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:

$$\text{DART} = \frac{\text{Total Hours Worked by all Employees during the Calendar Year} \times 200,000}{\text{Total Hours Worked by all Employees during the Calendar Year}}$$



YOUR SITE'S THREE-YEAR "*INCIDENCE RATES OF NONFATAL OCCUPATIONAL INJURIES AND ILLNESSES BY SELECTED INDUSTRIES AND CASE TYPE*" FROM CALIFORNIA DIVISION OF LABOR STATISTICS & RESEARCH (DLSR) or BUREAU of LABOR STATISTICS (BLS).

Visit: <http://www.dir.ca.gov/dlsr/nonfatal.htm> and <http://www.bls.gov/>

II. Management Commitment and Planning

1. Commitment

- a. Attach a copy of your site's established occupational safety and health policy
- b. Describe your current goals for the safety and health program with the objectives for meeting those goals

2. Organization

- a. Describe how the site safety and health function fits into your overall management organization
- b. Attach the overall organization chart

3. **Responsibility.** Describe how the company assigns staff safety and health responsibilities.

4. **Accountability.** Describe the accountability system used for managers and supervisors. Appropriate examples may include job performance evaluations, Management by Objectives. Explain how the system is documented.

5. **Proactive Safety Measures and Leading Indicators.** Identify what leading indicators and proactive safety measures are used to maintain and continually improve site's health and safety performance.

6. **Employee Recognition.** Describe the methods used to recognize employees who contribute significantly to activities associated with proactive measures.

Note: Employee recognition programs cannot be based on or tied to lagging indicators, such as a reduction in the number of injuries or injury rates.

7. **Resources.** Describe personnel, equipment, budget, and other resources devoted to the safety and health program.

8. **Planning.** Indicate how safety and health practices are integrated into comprehensive management planning.

9. **Contract workers.** Describe the method you use to assure safe and healthful working conditions for contract employees at this site. This includes general industry and construction site contract employees, i.e., temporary agency employees.

10. **Employee notification.** Describe how you will notify employees about participation in the Cal/VPP program. Employers must notify employees of their right to register a complaint with Cal/OSHA, their right to obtain self-inspection and accident investigation results upon request. Describe your health and safety communication system from top management to employees and vice versa.

11. **Site plan.** Attach site map or general lay-out.

III. Worksite Analysis

- 1. **Pre-use analysis.** Explain how new equipment, projects, chemicals and processes are analyzed for potential hazards prior to use.
- 2. **Comprehensive surveys/Program Evaluations.** Indicate how you identify and evaluate physical conditions, potential safety & health hazards, effective implementation of Cal-OSHA programs and management systems and overall program weaknesses at the site. Additionally describe your corrective measure closure system.
- 3. **Self-inspections.** Describe your worksite safety and health inspection program Identify inspectors and their hazard recognition training. Explain tracking systems for findings and corrective action systems.
- 4. **Job hazard analysis/job safety analysis.** State how you review jobs, processes, potential hazards and safeguards to determine safe work procedures Describe the frequency of these analyses and provide a sample analysis and form Include procedures or guidance techniques used in conducting job hazard analysis. In construction, relate phase-planning, and describe how results are used in training employees to do their jobs safely. Also, how are results used in planning and implementation of your hazard correction and control program?
- 5. **Employee notification of hazards.** Describe how employees notify management of potential health and safety hazards. Management's procedure for follow-up and tracking corrections. (An option providing for written and anonymous notification must be part of the system.)
- 6. **Accident investigations.** Explain your company's accident analysis procedures, including training, near misses, first aid, root cause/trend analysis and corrective measure and tracking system.
- 7. **Medical program.** Describe your site's medical service or physician accessibility. Indicate if employees are trained in first aid, CPR, bloodborne pathogens and other paramedical training and which training they have received. Give a detailed description of how you address specific programs such as hearing conservation, respiratory protection, etc.

IV. Hazard Prevention and Control

- 1. **Professional expertise.** Provide details concerning your use of the services of certified professionals What such as industrial hygiene services and broad-based safety expertise are available to you
- 2. **Hierarchy of Controls.** Describe and provide examples of Engineering, Administrative Controls that have been evaluated and implemented at the site
- 3. **Safety and health rules.** List company rules, and describe the disciplinary system used in enforcing them.
- 4. **Personal protective equipment.** Describe your company's personal protective equipment requirements. If respirators are used, attach a copy of the written respirator program.
- 5. **Emergency preparedness.** Describe your company's emergency planning and preparedness program. Include information on emergency and evacuation drills and subsequent critiques.
- 6. **Preventive maintenance.** Provide a summary and description of your procedures for preventive maintenance of your equipment.

V. Safety and Health Training

- 1. **Safety and health training.** Describe formal and informal safety and health training programs for your employees, supervisors and managers. Describe how often and in what way courses are updated, provisions for missed trainings and procedures to ensure employees retain course information.

VI. Employment Involvement

- 1. Describe the ways employees are involved in your safety and health program. Provide specific information about decision processes that employees impact, such as hazard assessment, work analysis, safety and health training or evaluation of the safety and health program.
- 2. For Safety and Health Committees, describe:
 - a. Date of committee inception
 - b. Method of selecting members
 - c. Name, job and length of service of each member
 - d. Average length of service of each member
 - e. Description of the committee role. Include safety committee charter and mission statement
 - f. Describe your hazard recognition training procedures. If previously covered under Safety Health & Training, indicate "See Training"
- 3. List safety and health information accessible to and used by the committee
- 4. Union statement. If your site is unionized, the authorized collective bargaining agent(s) must sign a statement to the effect either that they support the Cal/VPP application or that they have no objection to the site's participation in the Cal/VPP program. The statement must be on file before Cal/OSHA comes on site. Management statement. Please read the statement below carefully and either place on your stationery and sign on the line below, or attach a letter in your own words that provides the same assurances.

VII. Statement of Commitment

We are committed to doing our best to provide outstanding safety and health protection to our employees through management systems and employee involvement. We are also committed to the achievement and maintenance of the Cal/VPP Program requirements and to the goals and objectives of the Cal/VPP program.

We agree to provide the information listed below for Cal/OSHA review onsite. We agree to retain these records until Cal/OSHA communicates its decision regarding initial Cal/VPP participation. We will likewise retain comparable records for the period of participation in the program:

- Injury and Illness Prevention Program
- Management statement of commitment to safety and health
- Line supervisor accountability
- The Cal/OSHA 300 log
- Safety and health manual(s).
- Employee notifications of safety and health problems
- Safety rules, emergency procedures and sample safe work procedures
- The system for enforcing safety rules
- Self-inspection procedures, reports and correction tracking
- Accident investigations
- Safety Committee minute
- Employee orientation and safety training programs and attendance records
- Industrial hygiene monitoring records
- Contractors safety & health program
- Prevention maintenance program
- Employees report of safety & health problems and documentation of response; and
- Other programs as required such as confined space, lockout tagout, Hazcom and PSM

In agreeing to make this information available to Cal/OSHA, we understand that Cal/OSHA will view on-site materials we believe to be confidential or revealing of trade secrets. This will avoid their placement in government files subject to Freedom of Information Act requests.

We also agree to correct all hazards identified through self-inspection, employee reports or accident investigations in a timely manner. We will provide the results of self-inspections and accident investigations to our employees.

Any employee with safety-related duties will be protected from discriminatory actions (including unofficial harassment) resulting from these duties.

We will provide Cal/OSHA, each year by February 15th, our annual injury incidence and lost workday case rates, hours worked, and estimated average employment for the past calendar year.

By an agreed upon date, we will provide Cal/OSHA the site's safety and health program evaluation.

For construction sites only - Injuries of all employees at the site, no matter who the employer is, will be recorded together. Rates will be calculated based on information for the site as a whole as long as we participate in Cal/VPP.

We understand that we may withdraw our participation at any time or for any reason should we so desire.

CEO or senior management staff of the applicant worksite