

CAL/VPP WORKSHOP



HOSTED BY
SACRAMENTO SAFETY CENTER
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ONSITE VISIT PREPARATION



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Onsite Visit Preparation

Onsite Announcement Letter

- *Team members and Special Team Members (STM)*
- *Onsite schedule from start to finish*
- *Copy of letter sent to Enforcement and Chief*
- *List of documents to have ready*



Onsite Visit Preparation (cont)

Onsite Team Evaluation

- *Comprehensive evaluation of Cal/OSHA programs and Safety Management system*
- *Verification of application implementation*
- *Identification of opportunities for improvement*



Onsite Visit Preparation (cont)

	Cal/VPP Program Elements	Team Member	Site Subject Matter Expert
1.	Management		
2.	Contractor Program		
3.	Employee Notification		
4.	Medical Program		
5.	Industrial Hygiene Program		

Prior to Visit

- Stay committed to agreed evaluation dates
 - *Time is valuable for all of us “Partnership”*
- *Assign site SMEs for all assignments prior to visit*
 - *Ensure they are available*
- *Immediately state any limited availability of employees i.e., external resources, industrial hygienists, etc.*
- *Plan for unexpected absences with corporate support*
 - *Display “Management Commitment” at all levels*
- *Ideal to have safety meetings scheduled during visit*



Onsite Visit Preparation (cont)

Preparation is part of your Evaluation

- *Cal/VPP and site presentations ready*
- *Provide PPE but state requirements prior*
- *Conference room for Cal/VPP team to work out of*
- *Timely internet access*
- *Electrical outlets for laptops and other devices*
- *All binders ready in the same room*
 - *Cal/VPP Elements and Title 8 programs*
- *Rooms for confidential interviews*
- *Printed employee rosters listed in alphabetical order*
- *Lunch at site to include site presentations*



Onsite Visit Preparation (cont)

Site Challenges Encountered

- *Attempting to reschedule visit after committing*
- *Cal/VPP checklist not used for preparation*
- *Lack of corporate support when key personnel are absent*
- *No electrical outlets or internet access causing delays*
- *Not all binders present, missing information, or in another room*
- *Providing old programs/policies and later providing new ones*
- *Requested documents not provided in a timely manner resulting in action items*
 - *Efficiency is the expectation for SMEs and site contacts*
 - *If you don't have it, say you don't have it*
- *Relying on "tribal knowledge" vs documented knowledge*



Onsite Visit Preparation (cont)

Activities During Onsite Evaluation

- *First day: Introduction by site management and team leader, quick tour of the site. Compliance Support Person may attend.*
- *Daily; Each team member based on assignment:*
 - *Documents review*
 - *Interviews*
 - *Walk around (Guide with digital camera)*
 - *Wrap up*
- *Last day; Closing conference*



Onsite Visit Preparation (cont)

Document Reviews

- A List of required documents is attached to the onsite evaluation announcement letter
- Examples; comprehensive annual report, self-inspections, contractor programs, root cause analysis, safety committee minutes, training, JSA, and applicable Cal/OSHA programs



Onsite Visit Preparation (cont)

Interviews: Each team member interviews 3-5 employees daily

- *Private interviews - Vary from 15-45 minutes*
- *Some during walkthroughs*
- *All levels covered; hourly employees, mid-level mgrs., 2nd and 3rd shifts, temporary, contactors and subs*
- *Key staff such as; General manager, maintenance sup, HR manager, ERT leader, union reps, Log 300 keeper*
- *Shop steward/union interview on first day*



Compliance Activities

Compliance P&P C-16, C-1, C-1A

- Each site has a designated Compliance Support Person assigned to the site
- Compliance Support Person usually attends first day of onsite visit (introduction & tour) and is invited to ceremony
- Cal/VPP Star sites are exempt only from programmed inspections
- Designated Compliance Support Person investigates complaints or accidents
- Avoids comprehensive inspections
- Communicates results of inspection to Consultation



Onsite Visit Preparation (cont)

Cal/VPP Star Report

- A. Site Description; Brief description of site, awards, rates, compliance history, and Compliance Support Person name
- B. Scope and approach; Team, duration, and process
- C. Strengths; The best practices identified at the site
- D. Opportunities for Improvement; List of deficiencies, related to Cal/VPP elements
- E. Health and Safety Issues; Title 8 deficiencies
- F. Contractors; Deficiencies with each contractor
- G. PSM; Title 8 deficiencies with covered processes
- H. Conclusion; Team opinion, and follow up



After Onsite Visit

Implement Opportunities

- Cal/VPP Star report will be sent to the contact person at the facility
- Contact person may call team members for clarification or additional information
- Plan to involve employees and committees in implementation
- Provide status report every 30 days; Completion in 90 days
- Follow up visit - Preparation is part of your Evaluation
- Team recommendation



After Onsite Visit (cont)

Ceremony

- Approval letter, certificate and flag will be mailed
- Milestone achievement
- All-employee celebration
- Recognize the challenges and successes
- Consult with mentors and Cal/VPP office on agenda and logistics
- Use Ceremony Suggested Preparation Procedures

