

VPP FAQ's for Employees

A. How long have you worked here?

I have worked at MCLB Albany for (give years)

B. Tell me about your job. What do you do during a typical day?

- I work in an office; I work on a computer, shred paper, use a copy machine, the phone and other office equipment.
- I work in a warehouse; I load and unload material from trucks with a forklift, inventory and store stock, etc.
- I work outside; I perform grounds maintenance, I mow the grass, edge the sidewalks and trim the bushes. I provide security at the gates.
- I work in vehicle maintenance; I perform maintenance on all government vehicles.
- I work in facility maintenance; I perform maintenance work around the base, plumbing, electrical, etc.

C. What are the safety and health hazards of your job?

- Hazards in an office include ergonomics, housekeeping, slips trips and falls, lifting, electrical, and several hazardous substances like cleaning supplies.
- Hazards in a warehouse include slips, strips and falls, falling objects, housekeeping, cutting tools, and hazardous substances.
- Hazards working outside include extreme heat, noise, insects, poisonous plants and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips and falls, lifting, electrical, heat, flying particles, hazardous substances, and housekeeping.
- Hazards performing facility maintenance include awkward postures, lifting, electrical, housekeeping, machinery, hand and power tools, chemicals and extreme weather.

D. How do you protect yourself from those hazards? What kind of personal protective equipment do you wear? Were you provided training?

My supervisor and I conducted a job hazard analysis on all tasks associated with my job and control measures have been implemented. Engineering controls may be ventilation systems, hazardous chemicals have been exchanged with less toxic chemicals, and ergonomic equipment was provided. Administrative controls include work rest breaks, completing tasks early in the day to avoid extreme heat, etc. Personal protective equipment provided by my supervisor includes gloves, safety shoes/boots, goggles, hearing protection. I was trained on the hazards associated with my job and how to protect myself from those hazards. My supervisor trained me on the PPE which includes how to use it, the limitations, and how to maintain it.

E. What type of safety and health training have you received?

I received new employee orientation when I came to work here, this training included hazards associated with my job, the Emergency Action Plan, and safe work processes implemented through the job hazard analysis. I have received additional safety training in ESAMS and through the OSH 10-Hour General Industry Outreach training given by the Risk Management staff.

F. What happens if management disobeys a company safety rule? If an employee disobeys?

Management and employees are held to the same standards. They include letters of caution, suspension, not passing the safety element in the performance rating.

G. How do you respond in the event of a fire, hazardous waste spill, alarm, or medical emergency?

An emergency action plan was developed for my work area. The plan outlines what we are supposed to do and where we need to go in any type of emergency. We have all been trained on our emergency action plan and my supervisor or unit safety officer conducts emergency drills to ensure we are familiar with those procedures.

H. What does VPP mean to you?

- A safer work environment.
- I know my supervisor cares about my safety.
- More involved in setting safety policies.
- I have a voice in the safety program.
- There is an increased awareness of hazards that exist in my work area that could affect my co-workers and me.
- I can come to work, give my best, and return home safely to my family.

I. What is one method of reporting a safety or health concern? What was the last unsafe practice you reported and/or corrected?

I report all safety concerns directly to your supervisor, Unit Safety Officer or Risk Management, either verbally or by filling out a Near Miss Report which is accessible on our official bulletin boards and the Risk Management website. I can also report safety concerns using ESAMS. If I can fix the hazard myself I do, if not I will submit a work request to have the hazard fixed.

J. How do your supervisors demonstrate their involvement in safety and health?

My supervisor leads by example, by wearing the proper PPE following all safe work practices. My supervisor provides training, ensures I have the proper PPE, and conducts weekly inspections of my work areas to make sure I am safe at work.

K. Have you ever seen anyone testing the air, noise levels, or conducting other surveys for possible health hazards? Do you know what the results were or what they meant?

The Industrial Hygienist from the Naval Branch Health Clinic conducts IH surveys of my work areas and the results are provided to my Division Director. The surveys are available from my supervisor and Unit Safety Officer, and can be accessed on the Risk Management Website.

L. Have you or anyone you know ever been injured or experienced a job-related illness? What is the procedure when someone is injured?

I am required to report all injuries, no matter how minor, to my supervisor immediately. My supervisor and Unit Safety Officer conduct mishap investigations to find out how to prevent the mishap from happening to another employee.

M. How are you involved in the safety decision-making process?

I am involved in the job hazard analysis process to help implement procedures to eliminate hazards or reduce the risk. I sit on safety committees and attend my shop safety meetings.

N. Is safety and health valued in your organization?

Safety is considered a part of everything we do. Safety and health inspections are conducted by every level from employee to management. The Commanding Officer has officially appointed everyone as the safety officer for those us. We are authorized to challenge, stop, or raise the issue to our supervisor whenever we believe an unsafe act is about to occur.

O. What is one objective in your department's safety program?

Be responsible for our own safety and the safety of your co-workers. I assess every task to identify hazards to prevent mishaps from occurring.

P. How does management support your involvement in safety?

Management encourages me to attend safety training, ensures I conduct daily inspections of my work areas, and provides me feedback on safety suggestions.

Q. What are your rights under OSHA?

- I have the right to notify my employer or OSHA about workplace hazards.
- I have the right to request an OSHA inspection if I believe that there are unsafe and unhealthful conditions in my workplace.
- I can file a complaint with OSHA within 30 days of retaliation or discrimination by my employer for making safety and health complaints or for exercising my rights under the *OSH Act*.
- I have the right to see OSHA citations issued to my employer. My employer must post the citations at or near the place of the alleged violations.
- My employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- I have the right to copies of my medical records and records of my exposures to toxic and harmful substances or conditions.
- My employer must post the OSHA poster, *It's the Law*, in my workplace.
- I must comply with all occupational safety and health standards issued under the *OSH Act* that apply to my own actions and conduct on the job.

R. Is there anything else you think we should know about the safety and health program here?