

VPP FAQ's for Supervisors

A. How long have you worked here? When did you become a supervisor?

I have worked for MCLB Albany for (give years). I became a supervisor on (give date)

B. What do you see as your role in safety and health?

My role in safety is to ensure my employees are safe at work, through inspections, conducting JHAs, providing training and PPE. I care about my employees.

C. What kinds of hazards are you and/or your employees exposed?

- 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. Has the company's upper management provided adequate resources for safety and health programming, such as funding, time, and technical support?

We are provided funding for PPE, travel for safety training and conferences, and funding to purchase reference material i.e. NEC, NFPA, 29 CFR 1910, etc.

We have access to personnel for technical support.

We are allotted time to attend safety meetings, committees, and training, to conduct audits, and participate in mishap investigations.

E. What do you do when you discover a hazard in your area?

If possible I will fix it on the spot, if not I will submit a work request to have it fixed. I implement interim controls and document the hazard in the abatement log.

F. What do you do when an employee reports a hazard in your area?

When an employee reports a hazard, I conduct an investigation to determine the severity, if possible I will fix it on the spot if not I will submit a work request to have it fixed. I will implement interim controls to reduce the risk and then document the hazard in the abatement log.

G. Do you provide employee training in safety-related topics? (If so, please describe.)

I conduct New Employee Orientation which includes hazards associated with the job, hazards that exist in their work areas, required PPE and the emergency action plan. I train my employees on how to conduct a job hazard analysis and ORM. I ensure my employees receive additional safety training at our shop safety meetings and on ESAMS.

H. Please give some examples where you had to use the disciplinary system for infractions of safety and health rules.

Examples include letters of caution, suspension, not passing the safety element in the performance rating.

I. When was the last emergency drill? What is your role in drills?

I held an emergency for my employees on (give date)

My role in emergency drills is to ensure my employees are trained on the EAP, evaluate the employee response during the emergency drill, and adjust the EAP as needed to ensure employee safety during a real emergency.

J. How are you held accountable for ensuring safe and healthful working conditions in your area?

Safety is an element in my performance standards and the *Evaluating Supervisors Safety Performance* form is completed by my director and included as an attachment to the IPMS and PARS.

K. Do you have contract employees working in your area? If so, how do you control and address safety or health hazards relating to or created by them?

I hold the contractors that work in my area to the same safety standards as the federal employees. I provide them safety training and invite them to attend our shop safety meeting. The contractors are required to report safety and health hazards they identify to me, to ensure a mishap does not occur.

L. Are there routine or unannounced inspections? Who participates?

I am required to conduct and document weekly safety inspections of my work areas. My employees conduct daily inspections and our Unit Safety Officer conducts and documents monthly inspections. The Risk Management staff conducts unannounced semi-annual inspections and spot inspections of my work areas and is escorted by our Unit Safety Officer and me.