

VPP Passport



**Marine Corps Logistics Base
Albany, Georgia**



Commanding Officer's Guidance



The purpose of the Voluntary Protection Programs (VPP) Passport is to continue your involvement in the safety program and prepare us for the Occupational Safety and Health Administration (OSHA) Star Site recertification in February 2023. Your resolve to use the previous VPP Passports assisted the command in recertifying as a VPP Star worksite in February 2018. Please make it your personal goal to complete all of the action items and be familiar with the frequently asked questions located in the back of the passport. Thank you for your continued support and dedication to "Safety Excellence".



MICHAEL J. FITZGERALD
Commanding Officer



This VPP Passport belongs to:

Name: _____

Division: _____

Work phone #: _____

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Resources

Important Phone Numbers

Base Information

Mon-Fri 8:00 a.m. – 4:30 p.m. (229) 639-5000
Weekends/Holidays 639-5206

Emergency

From a Base Phone 911
From Cell Phone or Base Housing 639-5911

Environmental Office 639-5637
Explosives Safety Officer 639-6215
Fire Department 639-5610
Naval Medicine Readiness & Training Unit 639-5976
Marine Corps Police Department 639-5181
Communication Strategy & Operations 639-5215
Public Works Help Desk 639-5643
Radiation Safety Officer 639-6721
Risk Management 639-5249

For Additional Information on VPP:

MCLB Albany Risk Management

[http://www.albany.marines.mil/Resources/
MCLBOfficesStaff/RiskManagementOffice.aspx](http://www.albany.marines.mil/Resources/MCLBOfficesStaff/RiskManagementOffice.aspx)

OSHA VPP

<https://www.osha.gov/dcsp/vpp/index.html>

Voluntary Protection Programs Participant's Association

<http://www.vpppa.org>

Enterprise Safety Applications Management System (ESAMS)

<http://www.hgwillc.com/Home/default.html>

DoD Safety Management Center of Excellence

<https://www.smscx.org/>

VPP Passport Instructions

1. All MCLB Albany Marines and Civilian Marines will participate in the VPP Passport. Contractor personnel are encouraged to participate.
2. The VPP Passport will be administered by your supervisor.
3. The passport contains action items for you to complete. Once you complete the actions items, sign and date the item and have your supervisor verify completion with his/her signature and date.
4. Use the Quick Reference (QR) Code located at the bottom of this page to access the Risk Management website. Other QR Codes are provided throughout the passport. These can be used to assist with completing some of the action items on pages 10-12.
5. Supervisors will assign the VPP Passport as a task in ESAMS for all his/her employees and track the completion for his/her records.
6. The passport also contains the frequently asked questions OSHA may quiz you on during our VPP Star Recertification Evaluation. You should become familiar with the questions and answers so you are better prepared. You may refer to the passport during the employee interview process, so keep it with you.



VPP Overview

The VPP is a program established by OSHA in 1982 to recognize superior performance in safety and health.

VPP is a partnership between employees and their bargaining units, management and OSHA's Region IV, which promotes workplace safety through employee involvement. Employee involvement is a critical component in a robust and comprehensive safety program.

VPP Star sites are able to nominate employees within the command to become Special Government Employees (SGEs). The SGE Program was established to allow employees to work alongside OSHA during VPP on-site evaluations. Not only does this innovative program benefit OSHA by supplementing its on-site evaluation teams, but it gives our organization opportunity to work together and share best practices with other commands and private industry. MCLB Albany has three active SGEs.

The VPP is a collection of industry-wide best practices, which have proven to reduce injury and illness rates. We know VPP works. Compared to CY10, we reduced our OSHA recordable cases by 78%, and days away and restricted duty cases by 83% in CY21. These successes are largely due to *your* involvement in the safety program.

MCLB Albany uses OSHA's VPP and the Marine Corps Safety Management System published in MCO 5100.29 C. MCLB Albany did not implement VPP solely for Star recognition, we already had an excellent safety and health program. VPP has made our program better. We wanted the best safety and health management system to protect our workforce and set the example for our tenants. We have developed and implemented processes that effectively identify, evaluate, and control hazards so that injuries and illnesses to employees are prevented. Through your involvement in the inspection process, hazard identification, job hazard analysis, mishap and near-miss reporting, MCLB Albany leaders are confident we will be recertified in February 2023. VPP means "Safety Excellence".

Four Elements of VPP

I

Management Leadership and Employee Involvement.

This element includes proactive efforts to establish a culture in which all employees, from top management to non-supervisory workers, understand the value placed on safety and health; embrace their personal responsibilities for working safely and are afforded opportunities to be involved in safety and health activities and improvement initiatives.

A

Worksite Analysis.

This element involves regular, recurring, and multifaceted efforts to examine safety and health-related conditions and occurrences, with the overall objectives of identifying noncompliant safety and health conditions, conditions that pose potential hazards/risks to personnel and property, and the causes of such conditions.

C

Hazard Prevention and Control.

The hazard prevention and control element involves efforts to eliminate hazards or to control hazards that cannot be eliminated in order to reduce risks.

T

Safety and Health Training.

This element ensures the workforce is equipped with the knowledge needed to effectively carry out safety responsibilities.

Use the acronym “**I ACT**” to remember one word in each of the four VPP elements.

“I” for Involvement

“A” for Analysis

“C” for Control

“T” for Training

Remembering one word in each element will trigger you to remember the entire element!

“I ACT”



Our VPP Journey

- MCLB Albany began the VPP journey in August 2009.
- The entire workforce, Civilian Marines and Marines, worked diligently for 5 years to support the command during this journey.
- We submitted our VPP application to OSHA in April 2012.
- We became the second Installation in the Marine Corps to achieve VPP Star Status in February 2015, the first Marine Corps VPP Star site on the East Coast.
- We recertified as a VPP Star Worksite on 15 February 2018.



What it means to be a VPP Star Site:

- Our safety program is among the very best in the nation. Less than 0.1% of all worksites under OSHA jurisdiction achieve Star status.
- We value safety and mishap prevention. Safety is part of our culture.
- We expect Marines and Civilian Marines to accept responsibility for their safety and the safety of those around them.
- Our workforce is involved in reducing risk in our workplaces and processes.
- We are expected to exceed OSHA standards and do whatever it takes to sustain safety excellence. We continuously improve our program.
- We are leaders in mishap prevention within our industry.

VPP Expectations

VPP Star Sites:

- Sustain a safety culture they worked hard to build
- Continuously improve their programs
- Are expected to be recertified every 5 years
- Share their success with other organizations
- Provide employees to become Special Government Employees (SGEs)
- Support the VPPPA by attending and presenting workshops at seminars and conferences

With recognition comes responsibility...

What We Believe

1. Safety is an ethical and moral responsibility. It is everyone's responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. Everyone is responsible for safety. It is about culture, ownership, and accountability.

2. All mishaps are preventable. The fundamental belief that all mishaps are preventable is a catalyst that encourages us to prevent injuries. Accepting mishaps as "just accidents" with no ability to prevent them, is simply not acceptable.

3. Safety is a cultural mindset and a prerequisite to everything we do. The combined commitment and participation of the entire organization is necessary to create and maintain an effective safety culture. Safety must be considered for every task, both on and off-duty, and will be executed with the proper level of risk management at all times.

4. Supervisors are responsible to lead the safety effort with consistency and persistence, establish safety goals, demand accountability for safety performance, and provide the resources necessary for a safe workplace. The safety staff and Risk Management exist to coordinate policies and processes and provide program oversight.

5. Employees are responsible to act safely, respond to unsafe conditions, and to execute the policies and procedures established by leadership.

6. Everyone deserves training in order to work safely. Awareness of safety does not come naturally, therefore everyone needs to be trained to work safely. Effective, job-specific training with associated hazard awareness and mitigation is essential for employees to be a productive part of the safety culture.

7. Safety is a condition of employment. MCLB Albany leadership will exhaust every reasonable means to lead, motivate, and train employees to maintain a safe workplace. In the event an employee refuses to take actions required to work safely, leaders will utilize a system of progressive discipline.

8. Management provides encouragement and recognition for safe performance. Supervisors give positive encouragement to employees observed working safely. Supervisors solicit and encourage employees' solutions to improve workplace safety. Recognizing safe work practices is as important as identifying deficient performance and cannot be overlooked.

9. Safety programs in our divisions are site-specific with recurring audits of the workplace and measures for prompt corrective action. The goal is to identify and abate hazards that contribute to employee injuries and/or property damage. Recurring internal and external audits that include hazard analyses, comprehensive inspections, and aggressive investigations of mishaps help identify potential workplace hazards. MCLB Albany is recognized as having one of the most effective workplace inspection programs in the Marine Corps.

10. The proactive approach in safety creates a competitive advantage. Reducing workplace injuries and illnesses results in less pain and suffering for the employees and their families. Fewer injuries reduce the costs of workers' compensation, medical, and litigation expenses. MCLB Albany leaders solicit employees for ideas to improve the culture of safety. Safety is included as an agenda item in every meeting to facilitate a direct line of communication between employees and management. The Comand Safety Program is supported at all levels of leadership.



Action Items

1) List 3 required documents on your Division's Official Bulletin board. (Use the QR Code to access the Virtual Bulletin Board on the Risk Management website.)

1. _____
2. _____
3. _____



Employee Sign/Date: _____
Supervisor Sign/Date: _____

2) Participate in at least three 30 minute workshops with your supervisor and co-workers to become familiar with the frequently asked questions. (The frequently asked questions begin on page 18.)

Employee Sign/Date: _____
Supervisor Sign/Date: _____

3) Access your work area(s) for routine tasks and processes that required a JHA to ensure the JHAs on-hand are still valid. Survey new tasks and processes that require preparation of a JHA.



Employee Sign/Date: _____
Supervisor Sign/Date: _____

4) In your division's Industrial Hygiene (IH) Survey, find your Shop Assessment and identify 3 stressors surveyed by the Industrial Hygienist.

(Use the QR Code to access the IH Surveys on the Risk Management website, or the IH survey on your official bulletin board.)

1. _____
2. _____
3. _____



Employee Sign/Date: _____
Supervisor Sign/Date: _____

5) Participate in an informal safety and occupational health inspection of a work area other than your own. Share with your co-workers something you learned from the experience.



Employee Sign/Date: _____

Supervisor Sign/Date: _____

6) VPP Star Sites are expected to continuously improve their safety program to maintain Star status. Discuss with your supervisor ways to improve the safety program within your office or shop.



Employee Sign/Date: _____

Supervisor Sign/Date: _____

7) Read and become familiar with the Command Safety Program Goal. Discuss with your supervisor how you can help the Command achieve these goals. (Command Safety Goal is located on page 15.)

Employee Sign/Date: _____

Supervisor Sign/Date: _____

8) List and discuss with your Supervisor three ways you are actively involved in the command's safety and health program.

1. _____
2. _____
3. _____

Employee Sign/Date: _____

Supervisor Sign/Date: _____

9) Discuss unsafe/unhealthful working conditions and near miss reporting using the MCLBA Form 11401 or ESAMS. (Use the QR Code to the right to access the MCLBA Form 11401.)



Employee Sign/Date: _____

Supervisor Sign/Date: _____

10) Complete ESAMS Course 326 Job Hazard Analysis

Training. *(This course will provide information needed to help analyze each job for their associated hazards and determine the steps that need to be taken to protect the worker from those hazards.)*



Employee Sign/Date: _____

Supervisor Sign/Date: _____

11) Review and discuss the Emergency Action Plan for your office or shop with your co-workers and your supervisor.



Employee Sign/Date: _____

Supervisor Sign/Date: _____

12) Discuss with your co-workers any changes in behavior you have made since the COVID Pandemic.

Employee Sign/Date: _____

Supervisor Sign/Date: _____

13) Have you completed the VPP 101 training?

Employee Sign/Date: _____

Supervisor Sign/Date: _____

13) If you are a supervisor, have you completed the required MCLB Albany Safety Leader's Workshop?

Employee Sign/Date: _____

Supervisor Sign/Date: _____

14) We often increase our risk for personal injury based on our mental state. Being rushed, frustrated, fatigued and complacent often cause critical errors that could lead to mishaps. Share with your co-workers an experience you had where being rushed, frustrated, fatigued and/or complacent led to an injury or near miss?

Employee Sign/Date: _____

Supervisor Sign/Date: _____

AFGE VPP Union Support Letter

DID YOU KNOW?

- The AFGE Local 2317 is committed to protecting the safety, health and well-being of MCLB Albany workforce.
- We believe there is no better partnership in which we can unite, to protect the safety and health of our employees.
- VPP has given a voice to the workforce, allowing it to impact the safety program and contribute to meaningful safety improvements.
- AFGE will assist the command in strengthening a culture of continuous improvement and safety excellence.
- AFGE local 2317 leadership pledges full support of MCLB's OSHA VPP and encourages all members to participate.



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MARVIN@AFGELOCAL2317.COM



From: Marvin Jackson, Jr. President AFGE Local 2317
To: Commander, Marine Corps Logistics Base

1-13-2022

Full Support of Marine Corps Logistics Base Voluntary Protection Program (VPP) Participation

The American Federation of Government Employees (AFGE), Local 2317 is committed to protecting the safety, health, and well-being of the Marine Corps Logistics Base (MCLB) workforce. We encourage all employees to take responsibility for their personal safety and the safety of fellow employees. In addition, we encourage all employees to take responsibility for the safety of the command. We are committed to working with management to ensure the safety of the command. We are committed to working with management to ensure the safety of the command. We are committed to working with management to ensure the safety of the command.

We have observed that the many benefits of VPP, in addition to the reduced workplace stress and workers' compensation assistance, VPP has given the workforce a voice where they impact the safety program and participate in meaningful activities to improve the safety culture of the command. This commitment has helped foster communication with management, increased employee morale, and enhanced productivity. AFGE Local 2317 will do whatever it takes to ensure your command is strengthening a culture of continuous improvement in your own safety program.

To demonstrate the value we place on protecting individuals and protecting the safety and health of the workforce, AFGE Local 2317 agrees to never use safety or our support of VPP as leverage to acquire unwanted gains. To be successful, we must work together to strengthen our relationship and determine our common goals. In doing this agreement, we, the members of AFGE Local 2317, do reserve the right to withdraw our support of VPP should the program ever become ineffective or in conflict with those of our members.

In conclusion, AFGE Local 2317 leadership pledges our full support of MCLB's OSHA VPP program and encourages all members to participate. We are excited about the opportunity to continue our partnership to protect the safety and health of our workforce.

In Solidarity,

Marvin Jackson, Jr.

President, AFGE Local 2317



What you should know before the MCLB Albany VPP Star Site Recertification in February 2023

1. Ensure good housekeeping in your workstation and common areas.
2. Welcome the OSHA VPP On-site evaluation team into your work area. Be courteous.
3. If the VPP On-site evaluation team ask for documentation, ensure you know where to get it and promptly provide it.
4. Remember the formal and informal interviews conducted during the OSHA On-site are not an inquisition, it is just a conversation. Review the FAQs and ensure you can answer the questions in your own words.
5. If the VPP On-site evaluation team identifies a hazard in your work area, either fix it on the spot or ensure a work request is initiated to abate the hazard.

Command Safety Goal



CY22 Command Safety Program Goal



GOAL: Refresh Job Hazard Analyses

Background: Job Hazard Analysis (JHA) is a VPP sub-element of Worksite Analysis and the tool we use to identify and analyze hazards associated with routine tasks. Employee interviews during safety and occupational health inspections indicate the command would benefit by refreshing our familiarity with this important tool.

	Objective	Objective Leader	Completion Date
1	90% of Marines and Civilian Marines will complete JHA on-line training using ESAMS course: <i>Job Hazard Analysis</i> (326). Employees who do not have network access may view the JHA training video from the Risk Management video library. Contractors are also invited to view the JHA training video.	Division Directors, Special Staff and HQ Company Commander	3 May 2022
2	Inventory the routine tasks and processes that required a JHA to ensure the JHAs on-hand are still valid. Survey new tasks and processes that require preparation of a JHA.	Division Directors, Special Staff and HQ Company Commander	3 August 2022
3	Marine and Civilian Marine supervisors will ensure that their JHAs are updated or reviewed/validated. Initialing and dating the JHA form in MCLBAO 5100.10A is acceptable for the annual review of an existing JHA. Supervisors will also ensure that JHAs are created for new routine tasks and processes on their inventory. The intent is to have 100% JHAs updated or reviewed in CY22 in preparation for our VPP recertification in February 2023.	Division Directors, Special Staff and HQ Company Commander	1 November 2022

Division Safety Goal



CY22 Division Safety Program Goal



Background: _____

	Objective	Objective Leader	Completion Date
1			
2			
3			

Employee Rights

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- You have the right to review records of work-related injuries and illness that occur in your workplace.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.

Employee Responsibilities

- Report hazardous conditions to your supervisor.
- Comply with all applicable OSHA standards.
- Follow all employer safety and health regulations, and wear or use prescribed protective equipment while engaged in work.
- Report all job-related injuries or illnesses to your supervisor and seek medical treatment promptly.
- Cooperate with the OSHA compliance officers conducting an inspection.
- Exercise your rights under the *OSH Act* in a responsible manner.
- Understand OSHA's *It's the Law* poster on official bulletin boards and the Virtual Bulletin Board located on the Risk Management website.

Risk Management Toolbox

Risk Management is the process of identifying, assessing, and controlling risks. Risk management can be applied to all operations and activities, both on and off-duty. We use two similar tools to perform risk management. The first is Risk Management (RM). RM is used for complex and non-routine events and includes the following five-steps:

- 1 – Identify Hazards
- 2 – Assess Hazards
- 3 – Develop Controls
- 4 – Implement Controls
- 5 – Supervise & Evaluate



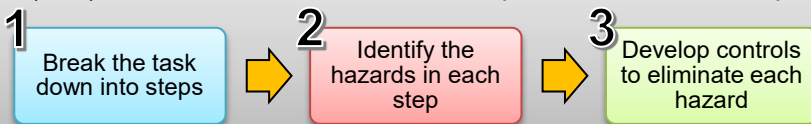
RM is based on the following principles:

- ❖ Risk is anticipated and managed by planning.
- ❖ We make risk decisions at the right level.
- ❖ We do not accept unnecessary risk.
- ❖ We accept risk when benefits outweigh cost.



Joint Risk Assessment Tool (JRAT) is an easy to use, menu-driven, multi-service deliberate risk assessment worksheet that can be shared between multiple agencies and personnel. Marines are strongly encouraged to use JRAT for documenting their risk assessment process.

The second tool used to manage risk is Job Hazard Analysis (JHA). JHAs are used for routine or simple tasks. The JHA steps



We use worksheets to document JHAs and RMs. The worksheets contain controls to reduce each identified risk. The controls to reduce or eliminate each risk identified to an acceptable level are then incorporated into safety briefings, LOIs, SOP's, or operational orders. This is called *risk management integration*.

Using risk management creates a condition where hazards are identified and managed to the lowest possible level - prior to performing the task, process, or job. The goal of risk management is to control risks that degrade us from performing our jobs or completing the mission. More information on RM and JHA can be found in: BO 5100.10 MCLBAO 3500.1A, MCO 5100.29C, MCRP 5-12-1C, or at <https://jrat.safety.army.mil>.



Reference Material - VPP Interview Questions

Interviews are an important tool in assessing the effectiveness of a site's safety and health program. During the recertification, OSHA will use the questions listed below during the formal interview process. Review the questions that are applicable to your role(s) and ensure that you know how to answer them.

FAQs 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, store stock, etc.
- I work outside. I perform curb side pick-up of recycling materials. I prep fields for flag football and soccer games. 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, falls, lifting, electrical, and several hazardous substances like cleaning supplies.
- Hazards in a warehouse include slips, trips, falls, falling objects, housekeeping, cutting tools, and hazardous substances.

- Hazards working outside include extreme weather, noise, insects, poisonous plants, and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips, 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 (PPE) 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, and 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, 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 Safety Leader's Workshop training given by the Risk Management staff.

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

Management and employees are held to the same standards. They include letters of caution, suspension, or 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?

- Safety excellence.
- 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 my 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. I follow-up on the corrective action.

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 Medicine Readiness & Training Unit 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 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 Base CO has officially appointed me as the safety officer for my co-workers. I am authorized to challenge, stop, or

raise the issue to our supervisor whenever I 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 our 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. They listen.

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 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.
- I must comply with all occupational safety and health standards issued under the *OSHA* that apply to my own actions and conduct on the job.

FAQs 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 to?

- 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, trips and falls, falling objects, housekeeping, cutting tools, and hazardous substances.
- Hazards working outside include extreme weather, noise, insects, poisonous plants, and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips, 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 MCLB Albany's management provided adequate resources for safety and health programming, such as funding, time, and technical support?

- We are provided funding for specialized 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 safety experts 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 work areas, required PPE, and the Emergency Action Plan. I train my employees on how to conduct a job hazard analysis and RM. 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, or 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 drill 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 in DPMAP.

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 meetings. The contractors are required to report safety and health hazards they identify to me to ensure mishaps do 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.

FAQs for Directors and Executives

A. How long have you worked at MCLB Albany?

I have worked at MCLB Albany for _____ years, and in my current position for _____ years.

B. Describe the type of safety and health hazards at this site.

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

C. How does management ensure that employee exposure to those hazards is eliminated or controlled?

A job hazard analysis is conducted on every task. We identify the steps in the process, hazards associated with those steps and implement control measures to eliminate or reduce the risks. They include engineering controls, administrative controls, PPE and safe work practices. We also require RM worksheets for complex and non-routine events.

D. How do you demonstrate leadership in and commitment to safety and health?

I attend the CO's Quarterly Safety Council, follow the CO's Safety Policy and I lead by example by wearing the required PPE alongside my employees. I manage the safety training requirements, and enforce safety standards. I recognize outstanding safety performance among my employees and correct and counsel my employees when they demonstrate unsafe behavior.

E. What benefits does a VPP partnership provide for your base?

Safer work environment, lower worker compensation costs, open line of communication with the workforce, and employees have higher morale.

F. What do you think are your facility's best practices in safety and health?

The employees are empowered to refuse work that is unsafe. Supervisors are evaluated for their safety performance. Our inspection program is recognized by Headquarters, Marine Corps and the SMCX as a best practice. The Commanding Officer's Safety Council meets quarterly with full participation from all Division Directors, Unit Safety Officers and tenant commands aboard MCLB Albany. MCLB Albany uses ESAMS for every aspect of safety to include identifying and tracking safety training, mishap, property damage, and near-miss reporting, reporting and tracking inspection findings, etc.

G. How do you address the competing pressures of production and safety?

Safety is a core value that is incorporated in everything we do. If my employees are safe while they are at work, then we can complete our mission. Mission First, Safety Always!

H. How do you hold your supervisors accountable for safety and health? Have you ever had to discipline a supervisor for not following the rules?

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

I. How are you held accountable for your safety and health responsibilities?

Safety is an element in my performance standards in the DPMAP.



Smoking, vaping or the use of smokeless tobacco aboard MCLB Albany is permitted only in designated areas.

"We do not manage risk for the sake of being safe. We manage risk in pursuit of Operational Excellence to be ready and able to accomplish our assigned missions when we are called to action."

**MCO 5100.29C
MCSMS**

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**Thank you for supporting
MCLB Albany's VPP Safety Management System**