VPP Annual Self Evaluation by the Numbers

Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management
Contractor for the U.S. Department of Energy under Contract DE-AC06-08RL14788

CH2M HILL
Plateau Remediation Company
P.O. Box 1600
Richland, Washington 99352

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VPP Annual Self Evaluation by the Numbers

J. E. Griffith
CH2M HILL Plateau Remediation Company

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VPP Annual Self-Evaluation by the Numbers

Presented to:
25th National VPPPA Conference
August 26, 2009
San Antonio, Texas

Presented by:
Jack Griffith
Who is Jack Griffith:

- Hanford Atomic Metal Trades Council Union Safety / Site VPP representative
- 32-year member of United Brotherhood of Carpenters
- Member and officer of Local 2403 Carpenters and Millwrights
- Life member of Harley Owners Group
- Certified Motorcycle Safety instructor
- Certified USA Swimming official
- Special Government Employee (SGE)
- Employed by CH2M HILL Plateau Remediation Company
VPP Annual Self-evaluation: By the Numbers

- CH2M HILL Plateau Remediation Company
  - 2,887 employees, including pre-selected sub-contractors
  - 1,094 Union Represented workers

- Mission
  - Cleanup of the central portion of the Hanford Site
  - Completion of the Plutonium Finishing Plant project
  - Characterization of facilities and waste sites
  - Disposal activities related to non-tank farm waste
  - Environmental surveillance and maintenance
  - Groundwater monitoring and remediation
  - Environmental remediation
VPP Annual Self-evaluation: By the Numbers

Hanford Site Location Map

Often called the world's largest environmental cleanup project

Hanford Site
560 Square Miles

Washington State
VPP Annual Self-evaluation: By the Numbers

U.S. Department of Energy (DOE) at Hanford
- 6 prime contractors
- Multiple subcontractors
- ~9,000 employees
- 560 square miles

- 14 DOE-VPP Star sites
- 1 DOE-Merit site
- 1 Washington State Department of Occupational Safety and Health Star Site
- 1 Pursuing DOE-VPP recognition
Workshop summary:

- Attendees will walk-away with a proven employee-developed process to conduct their annual VPP self evaluation.
- This process is used by VPP Star sites and other organizations that are pursuing recognition.
- The easy to use process guides employee teams through the review process that ends up with grades and specific recommendations.
VPP Annual Self-evaluation: By the Numbers

Why do a self-assessment?

- It focuses on continuous improvement
- It's a VPP process requirement
  - OSHA
  - Department of Energy
Developing the process

- How we did it

  - Employee-based team formed in 2002
  - Merged OSHA and DOE VPP's questions
  - First used in mid-2002
  - Updated after two years of experience
  - Process used many times since introduction
  - Updated to align with DOE-HQ's e-VPP reporting process
Describing the process

- It’s very simple

1. Identify evaluation team
2. Hold pre-meeting – Establishing expectations
3. Gather facts – Getting in the interview groove
4. Hold team meetings – Share and express needs
5. Consensus – Making sense out of the interviews and data review
6. Scoring – Grading each tenet sub-area for future trending
7. Report writing – Scoring Worksheet
Example pre-meeting training

1. Rating criteria sheets
2. Score sheets
3. Evaluation questions
4. Role of the Smart Books
5. Picking who to interview
6. Final report
Example pre-meeting training

1. Discuss the rating criteria sheets

<table>
<thead>
<tr>
<th>Subelement</th>
<th>Poor (0-1)</th>
<th>Fair (2-4)</th>
<th>Good (5-7)</th>
<th>Excellent (8-10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Management Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Goal and Objectives. There are</td>
<td>No documented goals and objectives of the safety and health program are</td>
<td>Goals and objectives of the safety and health program are identified but may</td>
<td>Goals or objectives of the safety and health program are:</td>
<td>Meets “Good” criteria and has Safety Improvement Plans (SIPs) that are prepared in</td>
</tr>
<tr>
<td>established and communicated</td>
<td>clearly understood</td>
<td>not be effectively written or communicated to the employees</td>
<td>▪ Written</td>
<td>partnership between employees and managers through the accident councils</td>
</tr>
<tr>
<td>goals and related objectives for</td>
<td></td>
<td></td>
<td>▪ Communicated to the employees</td>
<td></td>
</tr>
<tr>
<td>the safety and health program that</td>
<td></td>
<td></td>
<td>▪ Reviewed periodically</td>
<td></td>
</tr>
<tr>
<td>are clearly understood</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Example pre-meeting training

2. Discuss the score sheets
Management leadership

<table>
<thead>
<tr>
<th>VPP Subelement</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Goal and Objectives: There should be established and communicated goals and related objectives for the safety and health program so that the desired results and the planned measures for achieving those results are clearly understood</td>
<td>9</td>
<td>2007 safety goals and objectives are identified in the project Safety Improvement Plan (SIP) which were jointly developed by the Employee Zero Accident Council (EZAC) and management. The SIP is statused on a quarterly basis at the project EZAC. Copies of the SIP were distributed to each employee and are posted on the Safety Information Boards.</td>
</tr>
</tbody>
</table>
Example pre-meeting training

3. Discuss the evaluation questions

Management leadership reviews and questions

<table>
<thead>
<tr>
<th>Document Reviews</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td>Written version of Project S&amp;H goals and objectives are easily accessible</td>
</tr>
<tr>
<td>Questions for All Employees</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>14</strong></td>
<td>What are the Project/Facility Safety &amp; Health goals/objectives?</td>
</tr>
<tr>
<td>Questions for Managers/Supervisors</td>
<td>Comments</td>
</tr>
<tr>
<td><strong>25</strong></td>
<td>What are the Project or Facility S&amp;H goals and objectives?</td>
</tr>
<tr>
<td>Questions for Subcontractor Employees</td>
<td>Comments</td>
</tr>
</tbody>
</table>
Example pre-meeting training

4. Discuss the role of the Smart Books
   • Supplement the application
   • Contains
     – Latest organization charts
     – Maps
     – Scheduled plant activities
     – Points of contact list
     – Accident / Incident rates
     – Plus more
Example pre-meeting training

5. Picking who to interview
   
   • Fixed - Pick by position/location
     - Safety Council Chair
     - Union Steward
     - Crew B Supervisor
   
   • Random
     - Every fourth person on org chart
     - Newest employee
     - Long-time employee
     - All those with your first name
Example pre-meeting training

6. Drafting the final report
   - Tenet team submit draft scoring sheet
     - Rating number
     - Supporting comment
     - Exemplary items
     - Improvement items
   - Total team reviews/discusses and comes to consensus
   - Final report typically is issued within 30 working days
VPP Annual Self-evaluation: By the Numbers

Results of the process

- Team members like the ease of use
- Team leads like the simplicity of the final report
- Sponsoring organizations like grades and descriptive improvements and accolades
VPP Annual Self-evaluation: By the Numbers

- Star/Merit sites use the report as part of their February annual submittal to OSHA or DOE
  - Department of Energy has developed an electronic process to submit the application and annual submittals

- Resources
  - Rating criteria, scoring sheets, and interview questions are located at: http://www.hanford.gov/safety/vpp/vppage.htm
Questions?
For More Information

Contact:

Jack Griffith
HAMTC Safety/Site VPP Representative
CH2M HILL Plateau Remediation Company
P.O. Box 1600 T3-28
Richland, WA 99352
Phone: 509-373-5157
Fax: 509-373-1539
Jack_E_Griffith@rl.gov