

2018 VPPPA Safety & Health Achievement Program



“Recognizing the safety and health achievements of hourly workers at VPPPA member sites”

Submissions Due June 1, 2018

VPPPA Safety and Health Achievement Program

Submission Criteria

The VPPPA Safety and Health Achievement Program is intended to recognize the safety and health achievements of hourly or staff workers at VPPPA member sites. Applicants may spend no more than 25% of their time on safety-related activities. Certified safety and health professionals, such as Certified Industrial Hygienists, Professional Engineers and Certified Safety Professionals are not eligible to apply. **A checklist and workbook will be provided by VPPPA to complete the submission for this award. Send your request for these documents to Awards@vpppa.org.**

Directions:

In a separate document, please answer the questions with brief, descriptive narratives on your safety and health activities, accompanied by any supporting documentation. In order to receive appropriate credit, documentation forms for each section must be filled out and signed by a supervisor.

To be eligible for this award you must meet the following criteria:

- Work for a company who is a member of VPPPA in good standing
- Be an hourly worker and spend no more than 25% of your time on safety-related activities
- Demonstrate safety and health program knowledge, training and involvement in the worksite and/or in your community
- Provide outreach to other worksites or the community
- Be able to obtain letters of recommendation from your worksite and other worksites
- Demonstrate involvement in VPPPA

Section 1: Safety and Health Program Knowledge and Training

Formal training refers to training conducted in classrooms, on the job or in the field. Please answer the following questions in a separate document and provide documentation when necessary.

A. Formal Training Received in Worksite Safety and Health - List at least 4 types of training received. These examples are all that is needed to fulfill this criteria

(examples include hands-on training in department or safety meetings, etc.)

- * Please include documentation such as copies of training records, certificates and completed VPPPA documentation forms.

B. Formal Training of Others - Please list between 2 and 6 types of training provided

(examples include the training you provided at the worksite)

- * Please include documentation such as training schedules and completed VPPPA documentation forms. Please indicate if you have given a particular training class/demonstration on several occasions.

C. Additional Information (optional)

Section 2: Safety and Health Program Involvement at Worksite

A. Participation on a Safety Team - Provide 2 examples

(Examples include fire brigade, emergency response, accident investigation teams, ergonomic teams or any safety-related team)

* Please state the committee's mission, your role and responsibilities, as well as the length of your involvement.

B. Participation in Safety and Health Audits, Program Evaluations and Incident Investigations - Provide at least three examples

(examples include weekly inspections, program evaluations, machine testing, etc.)

* Please list your participation in the following:

- Audits (with a formalized tracking system)
- Safety and Health Investigations
- Annual Safety and Health Program Evaluations
- Other Evaluations and Inspections

C. Innovations in Safety or Health at the Worksite

(Innovations must have been developed by the individual applying for the award and will be judged by: the originality of the innovation, not just at a particular worksite, but within the industry; the employee involvement in the process, and by the innovation's overall impact, both at the applicant's facility and other worksites where the idea has spread).

* Please describe the innovation and include any relevant documentation.

D. Safety Team Leadership Role - Provide 1 example

(Examples include fire brigade, emergency response, accident investigation teams, ergonomics, VPP teams, or any safety-related item.)

* Explain your role(s) and responsibilities using examples.

E. Presentations - Provide 1 example

(examples include presentations you have given on safety and health subjects at your own facility, excluding training, which is captured in the training section of this application.)

* Please provide details of presentations and include the title and audience you addressed.

Section 3: Outreach to Other Worksites/the Community

This refers to outreach conducted in the last five years *only*.

A. Safety and Health of VPP Outreach Efforts - Provide 2 examples

(Examples include hosting onsite visits, visiting other sites, mentoring, outreach to contractors, etc.)

* Describe your involvement in outreach activities to other sites.

B. Participation in the VPPPA

(examples include active VPPPA committee involvement, National/Regional conference attendance, presentations given at National/Regional events, involvement in the mentoring program, etc.)

* Describe your involvement in the VPPPA or at VPPPA-sponsored events.

C. Safety and Health or VPP Presentations to External Organizations

(Examples include Congress, government agencies, non-profit organizations, trade associations, community groups, etc. These *do not* include other worksites).

* Please give details of the subject matter and the audience you addressed.

Section 4: Recommendations

Letters of recommendation must refer specifically to the VPPPA Achievement Program and must not have been used for another purpose.

A. Required

- * Letter of recommendation from another worksite.
- * Letter of recommendation and support from upper management at your company (CEO, president, plant manager, etc.)

B. Narrative

- * Please answer the following questions in one page or less (per question):

1. Why is safety and health important to you?
2. How is VPP important to you and your achievements in safety and health?

C. Optional Recommendations

- * Letter of recommendation from a supervisor
- * Letter of recommendation from a member of a community group
- * Letter of recommendation from a representative from a government agency with a safety and health-related function (OSHA, Department of Transportation, Department of Motor Vehicles, etc.)

VPPPA Achievement Award Criteria Check List
To be eligible for this award you must meet the following criteria:

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Ensure that all documentation is included.

CHECKLIST	Documentation Included		Candidate Initials	Manager Initials
1. Safety and Health Knowledge and Training	Supporting Docs.	VPPPA Docs.		
• Training Received				
• Training of Others				
2. Safety and Health Program Involvement/ Participation on a Safety Team:	Supporting Docs.	VPPPA Docs.		
• Participation on a Safety Team				
• Participation in Safety and Health evaluations				
• Innovations in Safety or Health at worksite				
• Safety Team Leadership Role				
• Presentations				
3. Outreach	Supporting Docs.	VPPPA Docs.		
• Safety and Health or VPP Outreach Efforts (i.e., attendance at national or regional conferences, safety presentations in the community, safety expos, etc.)				
• Participation in VPPPA				
• Safety/VPP presentations to external organizations				
4. Recommendations Required:	Supporting Docs.	VPPPA Docs.		
• Recommendation from upper management				
• Recommendation from another worksite				
• <i>Optional recommendations</i>				
5. Narrative				
• Why is safety and health important to you?				
• How is VPP important to you?				
6. VPPPA Safety and Health Achievement Workbook	Supporting Docs.	VPPPA Docs.		
• Workbook complete (NOTE: 70% passing score)				

NOTE: This application is an individual contribution and will not be accepted as a group effort.