

VSE CORPORATION
FEDERAL GROUP

Unclassified



VSE Corporation
Health, Environment & Safety (HES)
Integrated Safety Management System




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Effective HES Program

Effective management of HES program

- ◆ Reduces extent and severity of work-related injuries and illnesses
- ◆ Improves employee morale and productivity
- ◆ Reduces workers' compensation costs (as seen in the last year's **\$1,212,749** price tag)




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ISMS 101

Integrated Safety Management System

What

- ◆ A comprehensive process to do work safely
- ◆ A system established to integrate safety into mgmt and work practices at all levels of the organization
- ◆ A properly configured ISMS is designed to achieve operational effectiveness through the integration of environmental management, risk management, safety and health management, quality management risk management and mitigation of programs, systems, and processes incorporated into work planning



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Integrated Safety Management System - ISMS 101

Why
It is important to

- ◆ Increase work efficiency
- ◆ Minimize costs
- ◆ Protect the public and the environment
- ◆ Protect the HES of our **most important resource:**

VSE Employees

Which prompts us to be here and what's our point



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ISMS 101

How

- ◆ We need to move from managing **SAFETY** to managing **SAFELY**
- ◆ Use an integrated team approach to ensure everyone's HES
- ◆ Line Management is assigned those roles, responsibilities, authorities, and accountabilities to ensure safety of operations and protection of workers, the public, and the environment
- ◆ By employing a more rigorous self-assessment process, line managers review, approve, and follow pre-determined requirements



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Result

"Oversight" is no longer an assigned function

Everyone is responsible for their actions




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Basis for ISMS

- ❖ The most adaptable model for any situation is the DoE/NRC ISMS Model
- ❖ This model has significant adaptability for many industries as it represents the distillation of best practices for many process industries
- ❖ Line management has been given specific responsibilities that include integration of **5 core functions** and **8 guiding principles** in work planning, budgeting, authorization, execution, & change control



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ISMS Elements

FIVE CORE FUNCTIONS - & Continuous Improvement



GUIDING PRINCIPLES

- ❖ Line Management Responsibility for Safety and Environment
- ❖ Clear Roles and Responsibilities Defined
- ❖ Competence Commensurate with Responsibility
- ❖ Balanced Priorities
- ❖ Safety and Environmental Standards and Requirements Defined and Identified
- ❖ Hazard Controls Tailored to Work Performed
- ❖ Operations Authorization
- ❖ Worker Involvement



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ISMS Elements

Five Core Functions of ISMS

All employees must incorporate the core functions into their daily work activities

1. **Define the Scope of Work.** Missions are translated into work, expectations are set, tasks are identified and prioritized, and resources are allocated.
2. **Analyze the Hazards.** Hazards associated with the work are identified, analyzed and categorized.
3. **Develop and Implement Hazard Controls.** Applicable standards, policies, procedures, and requirements are identified and agreed upon; controls to prevent/mitigate hazards are identified; and controls are implemented.
4. **Perform Work within Controls.** Readiness is confirmed and work is performed safely.
5. **Provide Feedback and Continuous Improvement.** Information on the adequacy of controls is gathered, opportunities for improving the definition and planning of work are identified, and line and independent oversight is conducted.




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ISMS Elements

Eight Guiding Principles of ISMS

1. **Line Management Responsibility for Safety.** Line management is directly responsible for the protection of workers, the public, and the environment.
2. **Clear Roles and Responsibilities.** Clear and unambiguous lines of authority and responsibility for ensuring safety is established and maintained at all organizational levels and for its employees.
3. **Competence Commensurate with Responsibilities.** Personnel are required to have the experience, knowledge, skills, and capabilities, necessary, to discharge their responsibilities.
4. **Balanced Priorities.** Managers must allocate resources to address safety, along with programmatic and operational considerations. Protection of workers, public, and environment is a priority whenever activities are planned and performed.
5. **Identification of Safety Standards and Requirements.** Before work is performed, the associated hazards must be evaluated, and an agreed-upon set of safety standards and requirements will be established to provide adequate assurance that workers, the public, and the environment are protected from adverse consequences.
6. **Hazard Controls Tailored to Work Being Performed.** Administrative and engineering controls are tailored to the work being performed to prevent adverse effects and to mitigate hazards.
7. **Operations Authorization.** The conditions and requirements to be satisfied before operations are initiated are clearly established and agreed upon.
8. **Employee Involvement.** Employee involvement is an essential element in all aspects of work planning and performance. Employee involvement should be promoted as a key ingredient in the successful implementation of ISM.



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VSE Approach to ISMS

VSE Corporation Federal Group already Management Approach Incorporates the ISMS processes and intends to enhance...

Employee Involvement

- ❖ Employee involvement is an essential element in all aspects of work planning and performance.
- ❖ Employee involvement shall be promoted as a key ingredient in all VSE programs, systems, and processes

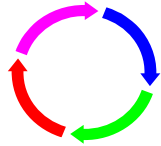



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Elements of HES Management System

Effective HES programs include **4** elements:


1. Management Commitment and Employee Involvement
2. Worksite Analysis
3. Hazard Prevention and Control
4. Safety and Health Training

VSE CORPORATION **I: Management Leadership & Employee Involvement**


In this section, we will cover...

- Management Commitment
- HES Planning
- Written HES Program
- Top Management Leadership
- Employee Involvement




VSE CORPORATION **I: Management Leadership & Employee Involvement**

- Management commitment and employee involvement are **complementary to each other**
- **Management commitment** provides the motivating force and resources for organizing and controlling activities within an organization
- **Employee involvement** provides means through which workers develop and express their own commitment to HES protection




VSE CORPORATION **I: Management Leadership & Employee Involvement**

- Management **clearly** establishes policies that have been communicated to and understood by all employees
- Management is visibly **involved** in implementing the HES program
- **Planning**, for HES must be a part of the overall management planning process that includes the employees participation



VSE CORPORATION **I: Management Leadership & Employee Involvement**


- An environment must exist that allows for reasonable employee access to top site management
- Encourage employee involvement in program decisions that affect their HES (e.g., inspection or hazard analysis teams; developing or revising safe work rules; training new hires or co-workers; assisting in investigations)
- Assign and clearly define commensurate authority and responsibilities in all aspects of HES program



VSE CORPORATION **I: Management Leadership & Employee Involvement**

Management


- Sets example of HES behavior
- Ensures all workers, including contractors, are provided equally high quality HES protection
- Hold managers, supervisors, & employees **equally** accountable for meeting their responsibilities through a documented system
- Review program operations at least annually to evaluate, identify deficiencies, and revise as needed via documented timely follow-up



VSE CORPORATION **I: Management Leadership & Employee Involvement**

Employees

- Have stop work authority via supervisor
- Involved in HES program, system, and process improvement
- Lead chartered safety committees at each site
- Ensure pre-job briefings are convened and discuss potential/actual hazards
- Be enabled, take ownership, have a behavior-based safety paradigm (e.g., watch out for each other)




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II: Worksite Analysis

In this section, we will cover...


- Management Understanding
- Industrial Hygiene
- Pre-use Analysis
- Hazard Analysis
- Employee Hazard Reporting System



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II: Worksite Analysis

- Worksite analysis involves a variety of worksite evaluations, to identify not only existing hazards, but also conditions and operations where changes might occur to create hazards
- Effective management actively analyzes the work and the worksite to *anticipate* and *prevent* (i.e., *antecedent*) harmful occurrences




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II: Worksite Analysis

Management Understanding

- Management of HES programs must begin with a thorough understanding of all hazardous situations to which employees may be exposed, and the ability to recognize, prevent, or correct hazards as they arise




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II: Worksite Analysis

Industrial Hygiene

- HES System must include identification of health hazards and employee exposure through an industrial hygiene sampling rationale and strategy
- All sampling, testing, and analysis will be conducted using formalized (approved) VSE processes (procedures and instructions) with written records of results




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Industrial Hygiene

As part of any comprehensive HES program or management system, health hazards related to IH exposures need to be identified. Hazard analyses may include:

- Use of direct reading instruments
- Review of processes and MSDS information
- Visit facilities during normal operations
- Review maintenance items, including periodic operations
- Review available baseline sampling data
- Review entire worksite, including multiple shifts




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Industrial Hygiene

Each job, task, or process **must** be viewed from a safety **and** an industrial hygiene perspective. The following examples illustrate this point:

- **Example 1:** A welder may have the proper shield, gloves, fire watch and even a hot work permit, but has the hazard of welding fumes been evaluated? **Are stainless steel, plated parts or galvanized metal being welded at the plant?** If so, they could generate exposures to metal fumes (i.e., chromium, nickel, cadmium, zinc, etc.) and other airborne contaminants
- **Example 2:** You have evaluated dust exposures at your plant by sampling for "total" particulate. **Should you also sample for "respirable" particulate?** Have you analyzed the dust for metals or other specific compounds
- **Example 3:** Some chemicals can have "synergistic" (teaming) effects or may act on the same target organs in the body. Therefore, **evaluating each individually may not accurately reflect total exposures**




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Industrial Hygiene

Once we have evaluated each job, task or procedure, then we establish a system to proactively evaluate significant changes that may cause additional exposures. For example:

- If new equipment, processes, or products are added to a facility, then the hazards from both a safety and an IH perspective are re-evaluated
- Changing the solvent used in a process could have a positive or negative effect on HES.
- Changing a process (i.e., from spray application to using a roller or vice versa) can increase or decrease exposure potential
- Not all industrial chemicals have either **Permissible Exposure Limits (PELs)** or **Threshold Limit Values (TLVs)**. Just because a compound does not have an established exposure limit does not indicate that it presents no potential health hazards




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Common HES Elements

SAFETY	HEALTH (IH)
<ul style="list-style-type: none"> • Accident Investigation & Reporting • Compressed Gas Cylinders • Confined Space • Contractor Safety • Cranes, Hoists, Elevators, Derricks, & Conveyors • Egress • Electrical • Emergency Preparedness • Excavation & Trenching • Explosive Safety • Fall Protection • Fire Protection • Foreign Object Damage • Housekeeping • Ladders & Stairs • Liquefied Gasses • Lockout/Tagout (Hazardous Energy) • Machine Guarding • MHE (Material Handling Equipment) e.g., PITs • Near Miss • Tools, Hand & Powered (Portable) • Pressure Vessels • Welding 	<ul style="list-style-type: none"> • Asbestos • Biological e.g., Blood Pathogens • Chemical • Ergonomic • Exposure Assessment • First Aid & Medical Attention • Food Safety • Gases/Vapors • Hazard Communication (MSDS) • Hazard Identification, Reporting, & Tracking • Hazardous Material/Waste & Spills • Hearing Conservation & Noise • Weather Stress/Injury • Infectious Agents • Indoor Environment/Air Quality • Lasers • Lead • Molds/Fungi • Particulates/Fumes • PPE • Ventilation




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II: Worksite Analysis

Pre-Use Analysis

- All newly acquired or altered facilities, processes, materials, equipment, and/or phases **shall** be analyzed **before** use begins, to identify hazards and the means for their prevention and control




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II: Worksite Analysis

Hazard Analysis

- The site must perform routine examinations and analysis of HES hazards associated with individual routine jobs, processes, or phases
- May include JSAs, JHAs, Monthly Inspections, etc.




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II: Worksite Analysis

Hazard Analysis

- The results must be included in training and hazard control programs
- Hazard analysis must also be conducted for non-routine tasks and as circumstances change




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II: Worksite Analysis

Employee Hazard Reporting System

- The site must have a written system employees may use to notify management of conditions that appear hazardous without fear of reprisal and to receive timely and appropriate responses




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II: Worksite Analysis

Employee Hazard Reporting System

- The system must include tracking of responses and tracking of hazard elimination or control to completion
- The system will include identifying actions to be taken to prevent recurrence and follow-up checks/actions for process improvement verification




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II: Worksite Analysis

Employee Hazard Reporting System

- The system should also have a component which allows employees to make anonymous reports of conditions appearing to be hazardous
- The system should allow for responding to anonymous reports using employee bulletin boards, newsletters, etc.



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What is Recordable & Reportable?

- 29 CFR 1904, Recordkeeping Requirements for Occupational Injuries and Illnesses
- VSE is required to prepare and maintain records of occupational injuries and illnesses
- Importance of records
 - Critical indicators
 - Starting point to identify problems
 - Nation-wide impact
- DOL BLS collects, compiles, and analyzes HES metrics
- Employers with 11 or more employees (at any one time in the previous calendar year) in certain industries (which includes VSE) must keep OSHA compliant records




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OSHA Compliant Records

- OSHA 300 Log (maintained by central office) used for recording and classifying occupational injuries and illnesses and for noting the exact extent of each case
- Other supplementary OSHA forms include OSHA 301, Injury and Illness Incident Report (maintained by each site's FSHC)
- OSHA 301 Form:
 - Describes how accident or illness exposure occurred, lists objects or substances involved, and indicates nature of injury or illness and parts of the body affected




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Injury & Illness Incident Reporting

- OSHA 301 form is **not** the only form that can be used to satisfy requirements. To eliminate duplicate recording, worker's compensation, insurance, or other reports may be used **if** they contain **all** the items on the OSHA 301 form
- **Completed** supplementary records must be present within **6 workdays** after the employer has received information that an injury or illness has occurred
- Records may be kept at an established central location
- The OSHA 300, 300A, and 301 must be retained in each establishment (or central location) for **5** calendar years following the end of the year to which they relate



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Injury & Illness Incident Report





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Case Analysis Decision-Making Process

The decision-making process consists of **5 steps**:


1. Determine whether a case occurred; i.e.; whether there was a death, illness, or injury
2. Establish that the case was work related; that it resulted from an event or exposure in the work environment
3. Decide whether the case is a injury or illness; and
4. If the case is an illness, record it; or
5. If the case is an injury, decide if it is recordable based on a finding of medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job



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Determining Whether a Case Occurred

- VSE has nothing to record unless an employee has experienced a work-related illness or injury
- In most instances, recognition of these illnesses and injuries is fairly simple
- However, some situations have troubled employers. Two of these are:
 1. Hospitalization for observation
 2. Differentiating a new case from the recurrence of a previous injury or illness




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Determining Whether a Case Occurred

1. Hospitalization for observation

The determining factor is not that the employee went to the hospital, but whether the incident is recordable as a work-related illness or as an injury requiring medical treatment or involving loss of consciousness, restriction of work or motion, or transfer to another job
2. Differentiating a new case from the recurrence of a previous illness or injury

Employers are required to make new entries on their OSHA forms for each new recordable illness or injury. However, some entries should **NOT** be made for the recurrence of symptoms from previous cases, and it is sometimes difficult to decide whether or not a situation is a **new case** or a **recurrence**




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Determining Whether a Case Occurred

Differentiating a new case from the recurrence of a previous injury or illness guidelines address this problem:

- Illnesses:** Generally, each occupational illness **should** be recorded. However, certain illnesses, such as silicosis, may have prolonged effects which recur over time. The recurrence of these symptoms **should not** be recorded as new cases. Some occupational illnesses, such as dermatitis or respiratory conditions, may recur as the result of new exposures to sensitizing agents, and **should** be recorded as new cases
- Injuries:** The aggravation of a previous injury almost always results from some new incident (slip, trip, fall, sharp twist, etc.). Consequently, when work-related, these new incidents **should** be recorded as new cases



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Medical vs. First Aid Treatment

One of the most confusing aspects of recordkeeping is determining if an injury or illness is recordable, based upon first aid or medical treatment

Medical Treatment:

- Administering immunizations, such as Hepatitis B or rabies (does not include tetanus)
- Using wound closing devices, such as sutures, staples, etc.
- Using rigid means of support to immobilize parts of the body
- Physical therapy or chiropractic treatment

Medical Treatment does not include:

- Visits to a physician or other licensed health care professional solely for observation or counseling
- The conduct of diagnostic procedures, such as X-rays and blood tests, including the administration of prescription medications used solely for diagnostic purposes



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Medical vs. First Aid Treatment

First Aid:

- Using a nonprescription medication at nonprescription strength
- Administration of tetanus immunizations
- Cleaning, flushing or soaking wounds on the surface of the skin
- Use of wound coverings, such as bandages, Band-Aids®, gauze pads, etc.
- Application of hot or cold therapy
- Use of any non-rigid means of support (elastic bandages, wraps, nonrigid back belts, etc.)
- Use of temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, back boards, etc.)
- Drilling of a fingernail or toenail to relieve pressure, or draining fluid from blister
- Use of eye patches
- Removal of foreign bodies from the eye using only irrigation or a cotton swab
- Removal of splinters or foreign material from areas other than the eye by irrigation, tweezers, cotton swabs or other simple means
- Use of finger guards
- Administration of massage
- Drinking fluids to relieve heat stress



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Recordable Incidents

New work-related injuries and illnesses:

- Death
- Days away from work
- Restricted work or transfer to another job
- Medical treatment beyond first aid
- Loss of consciousness
- Diagnosis of a significant injury/illness by a physician or other licensed health care professional
- Any needlesticks or cuts from sharp objects contaminated with blood or other infectious materials
- Any case requiring an employee be medically removed under requirements of OSHA health standards
- Tuberculosis infection as evidenced by positive skin tests
- Standard Threshold Shift in hearing in one or both ears

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What's Not Recordable?

- An injury that requires only **first aid**, that is, a minor injury that is resolved with one-time treatment (with follow-up for observation only, not additional treatment)
- A minor injury **may** be treated by a doctor or a nurse, but any injury that **must** be treated by a doctor or nurse, or any injury that **requires follow-up** medical treatment is **not minor**, and must be recorded

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Recordable Decision Tree

- VSE is responsible for reporting **all** recordable injuries and illnesses
- To help determine if an injury or illness is recordable, refer to the flow chart

```

graph TD
    Q1{Did the employee experience an injury or illness?} -- NO --> A1[Do not record the injury or illness]
    Q1 -- YES --> Q2{Is the injury or illness work related?}
    Q2 -- YES --> Q3{Is the injury or illness a new injury or illness?}
    Q2 -- NO --> A1
    Q3 -- YES --> A2[Update the previously recorded injury or illness]
    Q3 -- NO --> Q4{Did the injury or illness result in death, loss of consciousness, or inpatient hospitalization?}
    Q4 -- YES --> A2
    Q4 -- NO --> Q5{Did the injury or illness result in one or more days away from work, one or more days of restricted work, job transfer, or job reassignment?}
    Q5 -- YES --> A2
    Q5 -- NO --> Q6{Did the injury or illness require medical treatment beyond first aid?}
    Q6 -- YES --> A2
    Q6 -- NO --> A1
  
```

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Establishing Work Relationship

- VSE records those injuries and illnesses that are work related
- The work environment is primarily composed of (1) the employer's premises, and (2) other locations where employees are engaged in work related activities
- Subjects that warrant special mention:
 - Work premises do **not** include employer controlled recreational facilities
 - Company parking facilities are not considered part of employer's premises for OSHA recordkeeping purposes
 - Injuries and illnesses resulting from events or exposure off the employer's premises, work relationship must be established e.g., (who travel on company business)

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Distinguishing Between Injuries & Illnesses

- All work-related illnesses must be recorded, while injuries are recordable only when they require medical treatment (other than first aid), or involve loss of consciousness, restriction of work or motion, or transfer to another job
- The decision between injuries and illnesses, therefore, has significant recordkeeping implications

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Illness vs. Injury - Defined

Illness


- OSHA requires employers to record **any** work-related illness that is **diagnosed or recognized**. A diagnosis is performed by a physician, registered nurse or someone with training and experience to make a diagnosis.
- OSHA requires employers to record (not diagnosed) illnesses because employers, employees and others may be able to detect some illnesses such as skin diseases or disorders without the benefit of specialized medical training. Recordable illnesses include:
 - skin diseases
 - lung diseases and other respiratory conditions
 - poisoning
 - disorders due to physical agents (such as heat or noise)
 - disorders associated with repeated trauma (such as carpal tunnel syndrome and tendonitis)
- These cases do not require any lost time or medical treatment to be reported, only to be diagnosed or recognized.

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Illness vs. Injury - Defined

Injury


- An injury which involves any of the following **must be recorded**:
 - medical treatment (**other than first aid**)
 - loss of consciousness
 - restriction of work motion
 - transfer to another job
 - termination of employment
- The distinction between illness and injury not always obvious, but important, because **all illnesses must be recorded, but** some injuries need not be recorded
- Whether a case is an injury or an illness is determined by nature of **original event or exposure** which caused the case, not by resulting condition
- Injuries are caused by **instantaneous events**
- A condition that is caused by **anything other than an instantaneous event must be recorded as an illness**
- For example, a loss of hearing resulting from an explosion (an instantaneous event) is classified as an injury; the same condition resulting for exposure to industrial noise over a long period of time must be classified as an illness, which means that it must be recorded even if it does not meet any of the criteria for a recordable injury



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NonRecordable Recordables

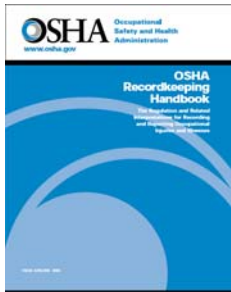
- It is a best business practice to also record **NEAR MISSES**
- Federal agencies at GOCOs require contracting companies to identify, track, trend, and make the same effort to prevent near misses as recordable illnesses and injuries
- Lessons Learned, JHAs, bulletins, and other processes need to be applied to get the word out throughout the company-especially since most of the same activities are conducted at all VSE sites.
- We do not need an recordable illness/injury to learn from our mistakes




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Reference - 29 CFR 1904


Recommend supervisors & managers review these references and learn about what OSHA considers an illness and injury, the exceptions to the rule, and how to prevent both.



OSHA Recordkeeping Handbook
29 CFR Part 1904
Recording and Reporting Occupational Injuries and Illnesses



29 CFR Part 1904
Recording and Reporting Occupational Injuries and Illnesses




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II: Worksite Analysis

Accident/Incident Investigation System

- The system must:
 - Include written procedures/guidance
 - Include written reports of findings
 - Include hazard elimination or control tracking to completion
 - Procedures should also be included for investigation of “near miss” incidents so their causes and means for prevention are identified




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II: Worksite Analysis

Accident/Incident Investigation System

- The investigation should seek out root causes for the accident/incident
- Analyze injury and illness trends over time, so that patterns with common causes can be identified and prevented - to include at other sites (lessons learned)




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II: Worksite Analysis

Trend Analysis

- Information that might be used includes:
 - Injury/illness history
 - Hazards identified during inspections
 - Employee reports of hazards
 - Accident investigations and/or other means



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III: Hazard Prevention & Control

In this section, we will cover...

- Certified Professional Resources
- Hazard Elimination and Control including:
 1. Engineering Controls
 2. Administrative Controls
 3. Work Practice Controls
 4. Personal Protective Equipment
 5. Hazard Control Programs



VSE CORPORATION
III: Hazard Prevention & Control

- Do not wait for an issue to 'surface' and be a concern
- Performance-based action prevents reaction-oriented (after the fact) response -- when it does little good for the victim(s)




VSE CORPORATION
III: Hazard Prevention & Control

- Triggered by a determination that a hazard or potential hazard exists
- Where feasible, prevent hazards by effective design of job or job site
- Where elimination is not feasible, control hazards to prevent unsafe and unhealthful exposure
- Elimination or control must be accomplished in a timely manner



VSE CORPORATION
III: Hazard Prevention & Control

Hazard Elimination and Controls

Hierarchy used in selecting actions to eliminate and control hazards:

1. **Engineering Controls** – Most reliable and effective (where feasible)
2. **Administrative Controls** – Significantly limit daily exposure to hazards by controlling or manipulating the work schedule or manner in which work is performed, e.g., job rotation



VSE CORPORATION
III: Hazard Prevention & Control

- Administrative Controls – HES Standard & Guidance Processes


HES 001: Health, Environmental, and Safety (HES) Program	Forms
HES 100: Accident Investigation	SF-1: Employee Safety Practice Consultation
HES 101: Compliance Program for Hazard Communication	SF-2: Monthly/Quarterly Safety Inspection
HES 102: Hearing Conservation Program	SF-3: New/Reassigned Employee Safety Orientation
HES 103: Personal Protective Equipment	SF-4: Quarterly Employee Safety Meeting Record
HES 104: Respiratory Protection	SF-6: Self-Inspection Checklist
HES 105: Bloodborne Pathogen Exposure Control Plan	General Policy Memorandum (GPM)
HES 200: Regulated Waste Management Program	GPM No. 3: Alcoholic Beverages and Substance Abuse
FAO 200: Ergonomics Written Plan	GPM No. 3A: Compliance with Drug-Free Workplace Act of 1988
HES 300: Control of Hazardous Energy (Lockout/Tagout)	GPM No. 3B: Compliance with a Drug-Free Workforce
HES 301: Confined Space Entry	GPM No. 3B-1: Drug and Alcohol Testing Program
HES-303: Fall Protection	GPM No. 11: Smoking
HES 304: Forklift Safety Program	GPM No. 25: Health, Environmental and Safety (HES) Program
HES 305: Fire Prevention Plan	GPM No. 29: Injuries Received on the Job
HES 400: Discipline and Enforcement Program	GPM No. 32: Health and Welfare Benefits
MED 001: Compliance Program for Medical Surveillance	GPM No. 88B: Driving on Company Business

QMP-130: Shop Safety. Defines safety related requirements for industrial shop environments. Applies to all personnel who may be working in or visiting any shop type environment/area regardless of company affiliation.



VSE CORPORATION
III: Hazard Prevention & Control


3. **Work Practice Controls** – Includes workplace rules, safe and healthful work practices, and procedures for specific operations
4. **Personal Protective Equipment** – respirators, shoes, gloves, glasses
5. **Hazard Control Programs** – Includes, but is not limited to, control of hazardous energy, confined space entry, hazard communication, respiratory protection, fall protection, etc.



VSE CORPORATION III: Hazard Prevention & Control

Hazard Controls

- Site hazards identified during the hazard analysis process must be eliminated or controlled by developing and implementing the system discussed in this section
- The hazard controls a site chooses must be understood and followed by affected parties, and appropriate to the hazard and size of the worksite



VSE CORPORATION III: Hazard Prevention & Control

- Process Safety Management
- Medical Surveillance Program
- Preventive Maintenance
- Hazard Correction Tracking
- Disciplinary System
- Emergency Preparedness



VSE CORPORATION III: Hazard Prevention & Control

Certified Professional Resources


- The site must have adequate access to competent personnel (certified, qualified, trained/experience)
- Examples: certified safety professionals (CSPs), certified industrial hygienists (CIHs), etc.



VSE CORPORATION III: Hazard Prevention & Control

Preventive Maintenance System


- System must be written, and document the monitoring and maintenance of workplace equipment such as...
- Preventive and Predictive Maintenance, to prevent equipment from becoming hazardous



VSE CORPORATION III: Hazard Prevention & Control

Hazard Correction Tracking

- The site must have a system for initiating and tracking hazard elimination or controls, identified through the various HES programs, in a timely manner



VSE CORPORATION III: Hazard Prevention & Control

Occupational Health Care Program must include:


- Use of health care professionals to assess employee health status for prevention of and early recognition and treatment of injury and illness
- Access to certified first aid and CPR providers, physician care, and emergency medical care for all shifts within a reasonable time and distance



VSE CORPORATION
III: Hazard Prevention & Control

Disciplinary System


- Program must be written
- Must be clearly communicated & equitably enforced
- Include procedures for disciplinary action or reorientation of managers, supervisors, and non-supervisory employees who:
 - Break or disregard HES rules, safety work practices, proper material handling, or emergency procedures



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III: Hazard Prevention & Control

Emergency Procedures

- Must be developed for all shifts worked
- Must be written and communicated to all
- Must list requirements for PPE, first aid, medical care, emergency egress
- Must include provisions for emergency telephone numbers, exit routes
- **Must include training drills including, at a minimum, annual evacuation drills**





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IV: EHS Training

In this section, we will cover...

- Managers/Supervisors
- Employees
- Emergencies
- PPE


Training Requirements in OSHA Standards and Training Guidelines

VSE CORPORATION
IV: HES Training

HES Training


- Address the HES responsibilities of **ALL** personnel, whether salaried or hourly
- Most effective when incorporated into other training about performance requirements and job practices
- Complexity depends on size and complexity of worksite and nature of hazards



VSE CORPORATION
IV: HES Training

Managers and Supervisors


- Understand their HES responsibilities as discussed in Element I: Management Leadership and Employee Involvement, and are able to carry them out effectively, including:
 - Analyzing the work under their supervision to identify unrecognized potential hazards
 - Maintaining physical protections in work areas
 - Reinforcing employee training through continual performance feedback and, if needed, enforcement of safe work practices



VSE CORPORATION
IV: HES Training

Managers, Supervisors, and Non-Supervisory Employees Including Contractors

- Are made aware of hazards, and are taught how to recognize hazardous conditions and the signs and symptoms of workplace-related illnesses
- Must learn safe work procedures to follow in order to protect themselves from hazards, through training provided at the same time they are taught to do the job, and through reinforcement



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Off-Time HES Training


- ◆ VSE Management should be aware of their personnel's personal activities (such as sports, hunting, boating, etc.)
- ◆ Re-emphasize home safety and health (such as weapons safety, poison ivy life vests, CPR, electrical safety, ticks, snakes, bugs, and POV safety)
- ◆ We need to emphasize warnings about drug and alcohol abuse and taking on too much and therefore not sleeping




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Summer Safety Topic Examples

- ◆ 101 Critical Days of Summer
- ◆ Airbag Safety for Short People
- ◆ Alcohol Fact Sheet
- ◆ Be a "Pro" This 4th of July
- ◆ Bicycling Right
- ◆ Boating and Drinking
- ◆ Boating Safety
- ◆ Buckle Up Baby
- ◆ Dial "A" for Accident
- ◆ Drinking Alcohol: More Dangerous Than Driving
- ◆ Fireworks Safety Tips
- ◆ Hot Wheels
- ◆ Imagine
- ◆ In the Name of Fashion
- ◆ Injury Prevention
- ◆ Jet Ski Safety Tips/Procedures to Re-Board a Jet Ski
- ◆ Life Jackets Float, People Don't
- ◆ Memorial Day
- ◆ Motorcycle Safety Awareness
- ◆ Mountain Biking
- ◆ Personal Watercraft (Jet Skis)
- ◆ Pool, Diving and Swimming Safety
- ◆ Protect Your Eyes
- ◆ Rash Hour
- ◆ Safe and Sound Vacations
- ◆ Safety Angles for Anglers
- ◆ Safety Tips for Water Skiing
- ◆ Seat Belts -- If the First One Doesn't Get You
- ◆ Smart Move Saves Airmen's Lives
- ◆ Speed Kills -- Believe It!
- ◆ Sports and Recreation/Off Duty Safety
- ◆ Summer Car (and Driver) Care
- ◆ Summer Safety Concerns for Pets
- ◆ Swim, Swim, Swim
- ◆ Ten Bad Rules for Boaters
- ◆ The Buzz on Bug Bites
- ◆ The Heat is On!
- ◆ The Ticket
- ◆ This is Crazy!
- ◆ Top Ten Reasons to Buckle Up
- ◆ Traffic Safety
- ◆ Vacation Safety - The Unknown Hazards
- ◆ Wake Up! Sleeping and Driving Don't Mix
- ◆ Water Insurance
- ◆ Water, Alcohol, Fatigue and You
- ◆ What is a No-Zone?



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IV: HES Training

Emergencies

Managers, Supervisors, and Non-Supervisory Employees including Contractors, and Visitors must understand what to do in emergency situations:

- ◆ Police, fire, rescue phone Nos.
- ◆ Spill Response
- ◆ Defibrillator (AED), CPR, First Aid
- ◆ Shut offs (power, air, gas, water, etc.)

NOTE: An Automated External Defibrillator (AED) is a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest.




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IV: HES Training

Personal Protective Equipment

- ◆ Where PPE is required, employees understand that it:
 - is required,
 - why it is required,
 - its limitations,
 - how to use it, and
 - how to maintain it,
- ◆ Employees use PPE properly



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HES Topic Review

I. Management Commitment and Employee Involvement

- ◆ Implement and Manage a Written Worker Protection Program
- ◆ Policy, Goals, and Objectives-Goals established, issued, and communicated to all employees
- ◆ Commitment of resources are adequate
- ◆ Qualified Staff-Program revised annually
- ◆ Accountability-Employees are held accountable for compliance with HES rules and processes incorporated into site operations
- ◆ Involve Workers
- ◆ Committees
- ◆ Participate in Worksite Inspections, Hazard Analyses, and Design Control
- ◆ Workers' Rights
- ◆ Stop Work Authority
- ◆ Inform Workers




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HES Topic Review

II. Worksite Analysis (Hazard Identification and Evaluation)

- ◆ Analysis and Review - Conduct comprehensive baseline worksite surveys for HES
- ◆ Exposure Assessment - Perform routine job hazards analyses
- ◆ Workplaces and Activities - Conduct regular site HES inspections
- ◆ Accident, Injury, and Illness Reporting - Provide a system for employees to notify management about hazard



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HES Topic Review

III. Hazard Prevention & Control

Existing Hazards

- Imminent Danger
- Hazard Abatement Prioritization
- Interim Protection
- Hazard Abatement Tracking

Equipment, Products, and Services

- Maintain the facility and equipment to prevent breakdowns
- Plan and prepare for emergencies and conduct training and emergency drills
- Establish a medical program that includes first aid onsite

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HES Topic Review

III. Hazard Prevention & Control Hierarchy

Engineering Controls

- Used first where feasible
- Consists of substitution, isolation, ventilation, and equipment modification
- Focus on the source of the hazard, unlike other types of controls that focus on the employee exposed to the hazard
- Basic concept: the work environment and the job itself should be designed to eliminate hazards or reduce exposure to hazards

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HES Topic Review

III. Hazard Prevention & Control Hierarchy

Safe Work Practice and Administrative Controls

- Established to reduce duration of exposure
- May result in a reduction of exposure through such methods as changing work habits, improving sanitation and hygiene practices, or making other changes in the way the employee performs the job

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HES Topic Review

III. Hazard Prevention & Control Hierarchy

Personal Protective Clothing/Equipment

- Provided when engineering controls are infeasible
- When exposure to hazards cannot be engineered completely out of the normal operations or maintenance work
- When safe work practices and administrative controls cannot provide sufficient additional protection from exposure

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HES Topic Review

IV. HES Training

- Provide Training on Applicable Documents
 - Ensure all employees understand and are aware of the hazards to which they may be exposed and the proper methods for avoiding such hazards
 - Employees understand their HES responsibilities
 - Limit certain job assignments to employees who are "certified," "competent," or "qualified," meaning they have had special previous training

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References Provided On R-Drive



Take this climate and make a permanent HES cultural change



**Do the right things right the first time – every
time – with a focus on all our employees’ –
VSE’s most valued resource**