



MCIEAST-MCB Camp Lejeune



2016 BITS

Back In The Saddle
Training



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Agenda:

Part I: Voluntary Protection Program (VPP)

Part II: Job Hazard Analysis (JHA)

**Part III: Mishap Prevention through
Comprehensive Safety Inspections**

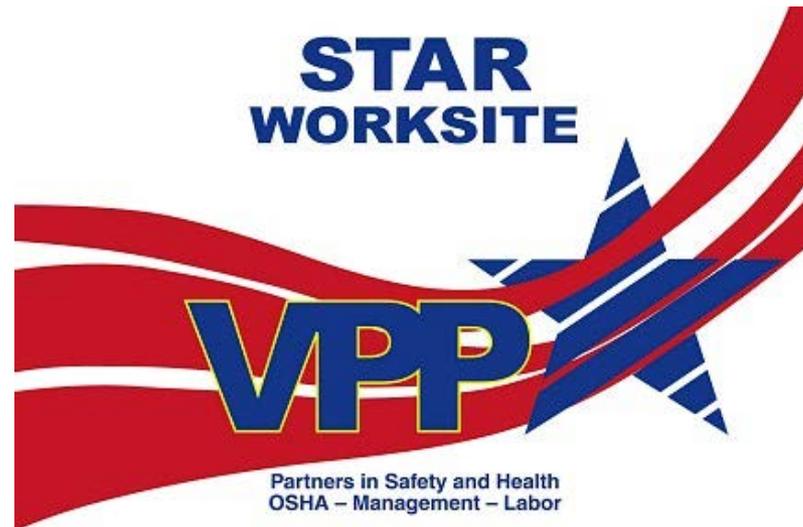


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Part I

Voluntary Protection

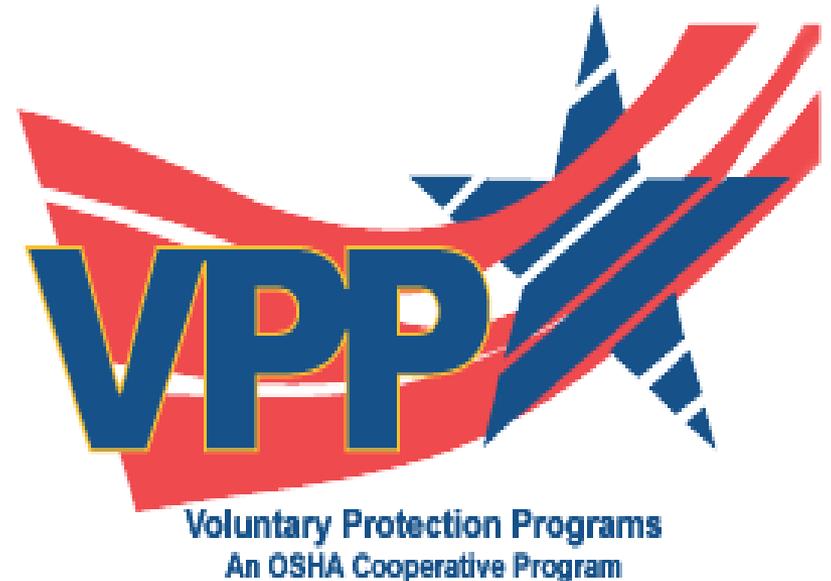




VPP Background



In 1982, OSHA developed the Voluntary Protection Program (VPP) to recognize and promote effective worksite-based safety and health management systems.





VPP Background



- Problem: The **Cost** of Preventable injuries and illnesses

→ DoD: ~ \$10 to \$21 billion annually

→ USMC: ~ \$45 million annually

→ MCIEAST: > \$7 million annually



- These costs come off the top

“World Class Organizations don’t accept preventable accidents”



VPP Recognition Programs



-
- **VPP Star Site**
 - Highest level of recognition
 - All VPP requirements met
 - Key program requirements in effect at least one year
 - Rates below the national average.
 - **VPP Merit Site**
 - Elements and Sub-elements in place
 - Systems may not all be at star quality
 - Rates may be above the national average or 3 year declining trend
 - Limited to one three-year term.



VPP Process



- VPP is a process, a culture, not an inspection.
- There are four main elements to the process:
 1. Management Leadership and Employee Involvement
 2. Work Site Analysis
 3. Hazard Prevention and Control
 4. Safety and Health Training





1. Management Leadership



-
- Managers must provide visible leadership by:
 - Establishing clear lines of communication for safety and health policies
 - Clearly defining responsibilities, goals, and objectives
 - Creating an environment that allows for reasonable employee access to top site management
 - Setting example of safe and healthful behavior
 - Ensuring all workers (including contractors) have high quality safety and health protection



1. Employee Involvement



- The safety culture must enable meaningful employee involvement:
 - Participation in committees, audits, investigations, work area self inspections, job hazard analyses, etc.
 - Awareness of VPP site participation
 - Hazard reporting / Safety training
 - Receive feedback - suggestions, hazard reports, etc.
 - Demonstrate understanding of basic principles of VPP



2. Work Site Analysis

- Work Site Analysis includes:
 - Baseline Safety/Health Hazard Analyses
 - Job Hazard Analysis (JHA)
 - Pre-use Analysis (materials/processes)
 - Documenting and Use of Hazard Analyses
 - Routine Inspections / Self Inspections
 - Employee Hazard Reporting System
 - Industrial Hygiene
 - Mishap/Near Miss Investigations
 - Trend Analysis





2. Work Site Analysis



- Analysis Documentation Should:
 - Consider both health and safety issues
 - Include analysis dates
 - Be used in job training and future modifications/planning
 - Be updated as changes are made that invalidate initial analysis.
- Analysis Documentation Must Identify:
 - Process step(s) being analyzed
 - Hazard controls in place
 - Recommendations for additional controls
 - Responsible parties



2. Work Site Analysis



- The site must have a system for conducting routine self inspections. The system must:
 - Include written procedures/guidance
 - Use qualified personnel to conduct inspections (e.g., Unit Safety Officer)
 - Results in documentations of findings and track the hazard elimination or control to completion.





3. Hazard Prevention & Control



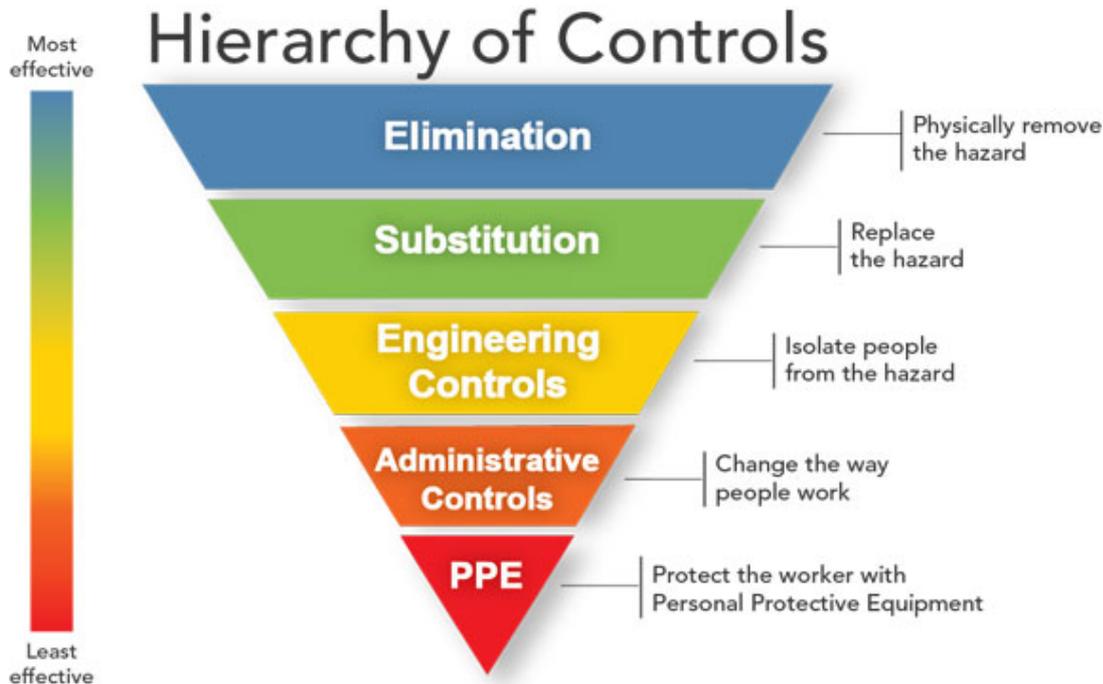
- Hazard Prevention and Control includes:
 - Access to qualified Safety/IH professionals
 - Control hierarchy (engineering, administrative, work practice, Personal Protective Equipment (PPE))
 - Preventive/predictive maintenance to keep equipment from becoming hazardous
 - Access to medical/health professionals for physicals, treatment, first aid, CPR, etc.
 - Emergency systems (response, training, drills, critiques)
 - Controls are understood, followed, and enforced



3. Hazard Prevention & Control



- The following hierarchy should be used in selecting actions to eliminate or control hazards:





3. Hazard Prevention & Control



- Preventive Maintenance System
 - Must be in written form
 - Must document the monitoring and maintenance of workplace equipment such as preventive and predictive maintenance to prevent equipment from becoming hazardous.



3. Hazard Prevention & Control



- Emergency Action Plan
 - Must be written and communicated to all
 - List requirements for PPE, first aid, medical care, emergency egress
 - Include provisions for emergency telephone numbers, exit routes
 - Include training drills such as annual evacuation drills, at a minimum
 - Must be critiqued and include recommendations for improvement.



4. Safety and Health Training



- Safety and Health Training includes:
 - VPP concepts
 - Employee rights under OSHA
 - Responsibilities of managers, supervisors, workers
 - Recognizing hazardous conditions
 - New and/or Changes in Processes
 - Remediation
 - Signs and symptoms of workplace related illnesses



4. Safety and Health Training



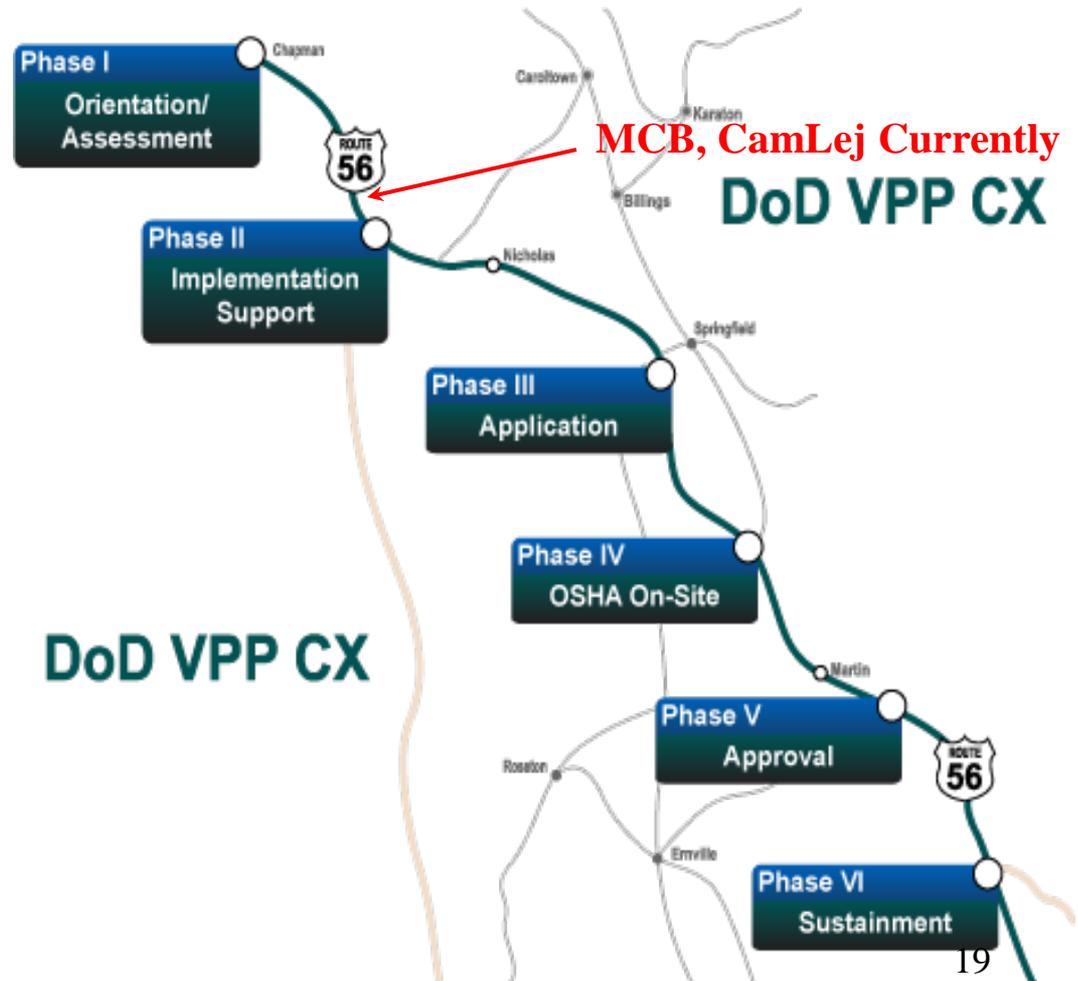
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- Safety and Health Training includes (continued):
 - Job specific training – for example:
 - Job hazard analysis / protective measures
 - Work area inspection / self-inspection
 - Mishap investigation.
 - Site hazards and protective measures
 - Emergency evacuation procedures



Becoming a Star Site



- The DoD VPP “Success Roadmap” consists of six process phases to assist nominated sites in achieving VPP Star recognition





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Part II

Job Hazard Analysis (JHA)



Job Hazard Analysis



- Regulatory Guidance
 - No specific JHA standard
 - OSHA provide JHA guidelines
 - OSHA inspectors may review hazard assessment program



Job Hazard Analysis



-
- What is a JHA?
 - Method of identifying hazards
 - Means of breaking the process down into steps
 - System for easily understanding hazards
 - Why perform JHAs?
 - To identify existing and potential hazards
 - Prioritize corrective actions
 - Reduce or eliminate hazards in each step



Job Hazard Analysis



- What are the benefits of JHAs?
 - Improves safety performance
 - Reduces absences
 - Prevents mishaps
 - Conserves resources
 - Increases productivity
 - Improves morale
 - Assists in OSHA compliance

**Everyone goes home at
the end of the work day**



Job Hazard Analysis



-
- How are processes selected for JHAs?
 - High mishap, injury or illness rates
 - Frequent near misses
 - Procedures, process or equipment changes
 - How are hazards identified?
 - General, special and walk-around inspections
 - Safety investigations



Job Hazard Analysis



-
- Who is involved in the JHA process?
 - Safety personnel
 - Managers and supervisors
 - Employees who perform the process
 - Maintenance personnel
 - Which parts of a process are analyzed?
 - Preparation
 - Start-up
 - Operation
 - Shutdown
 - Maintenance



Steps in the JHA Process



1. Break down the process
 - List each task in order of occurrence
 - Describe each action
 - Consider the conditions
 - Think about safety issues



Steps in the JHA Process



2. Identify the hazards

- Impact and/or Penetration
- Being caught between pinch points
- Harmful airborne contaminants (Respiratory hazards)
- Repetitive motions, awkward postures (Ergonomics)
- Noise. Heat/Cold (exposure)
- Compression. Optical radiation.
- Chemical exposures. Ionizing radiation.
- Slippery surfaces



Steps in the JHA Process



3. Evaluate the hazards

- Is this a safety or health hazard?
- Could the hazard cause an injury or illness?
- How serious is the risk?
- Is this hazard always present?
- Are engineering / administrative controls effective?
- Is the current PPE being used?
- Is safety training creating sufficient awareness?
- Are productive measures adequate?



Steps in the JHA Process



4.a. Determine safe procedures and protections

- Perform the process differently
- Reconfigure work area/work stations
- Substitute less hazardous materials/chemicals
- Change from manual to mechanical
- Insulating or cleaning
- Add, improve or change training
- Change tools or equipment
- Perform certain tasks less often



Steps in the JHA Process



4.b. Revise the JHA (if/as necessary)

- When a mishap, injury, or work-related illness occurs
- After a near miss
- When the process changes
- Following an employee's safety complaint
- When equipment is damaged
- Per scheduled review



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Part III

Mishap Prevention through Comprehensive Safety Inspections



Mishap Prevention



The intent of Mishap Prevention is for everyone to have adequate knowledge of the potential hazards located in the work place in order to perform the job as safely as possible!!



Mishap Prevention



-
- Requires observation and identification of unsafe conditions
 - Prevents at-risk behaviors
 - Identifies underlying management system weaknesses (that if permitted to continue may lead to employee injury or illness)



Mishap Prevention



Accountability:

- Employees keep accepting mishaps as a cost of doing business or as uncontrollable events
- Employees fail to recognize indicators or assume it won't happen to them
- Employees believe taking shortcuts (risks) is justified by success
- And as a result, someone gets hurt



Mishap Prevention



- Behavioral Indicators → Employees
 - Failure to follow safety rules & procedures
 - Working in an unsafe position or posture
 - Failure to wear proper PPE
 - Using defective tools or equipment
 - Removing or making safety devices inoperable
 - Opening piping, vessels etc. without assuring safe condition
 - Operating or using equipment without proper training or authority



Mishap Prevention



- Physical Indicators → Objects
 - Inadequate Machinery Guarding
 - Exposed Electrical Wiring
 - Inadequate Lighting
 - Defective Hand Tools
 - Unsafe Working or Walking Surfaces
 - Improper Job Task or Workplace Design



Mishap Prevention



Mishaps can be prevented by reducing the hazards in the workplace

Hazards in the workplace are identified by JHAs and abated through a comprehensive safety inspection

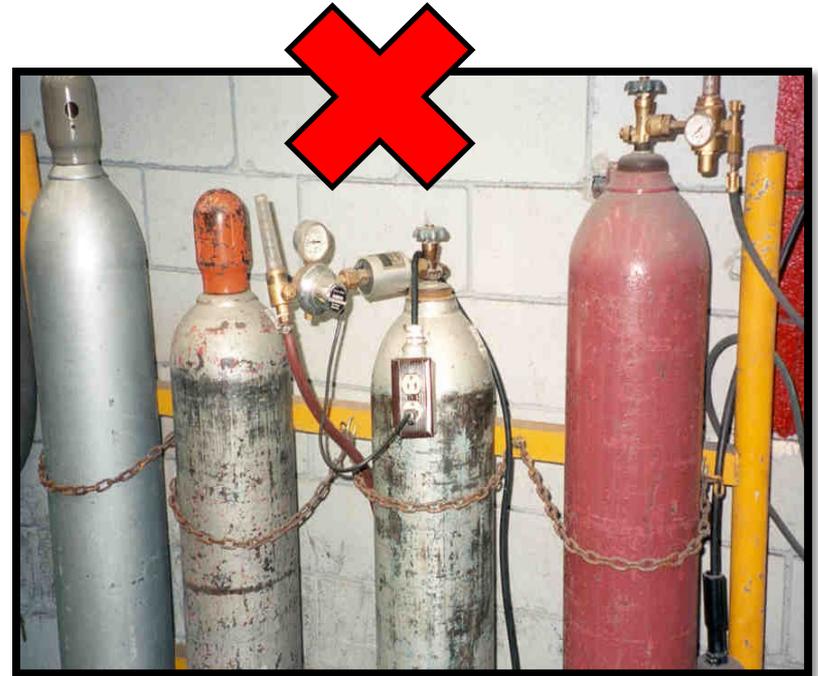


Cylinders Must Be Segregated By Content and Hazard.



Proper flammable cylinder segregation

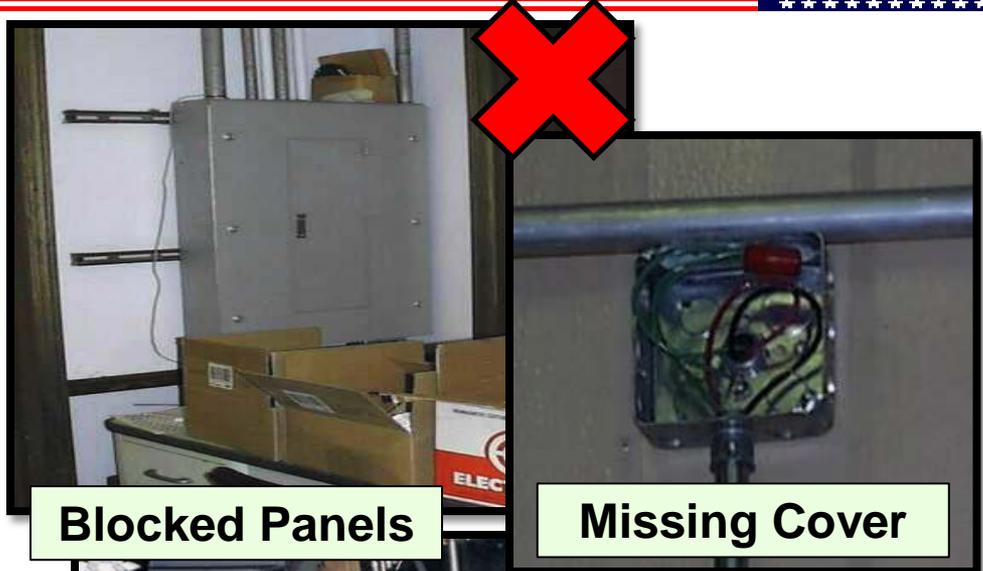
Cylinder caps properly in place.



Improper cylinder segregation



Electrical Panels and Boxes Covered and Not Blocked



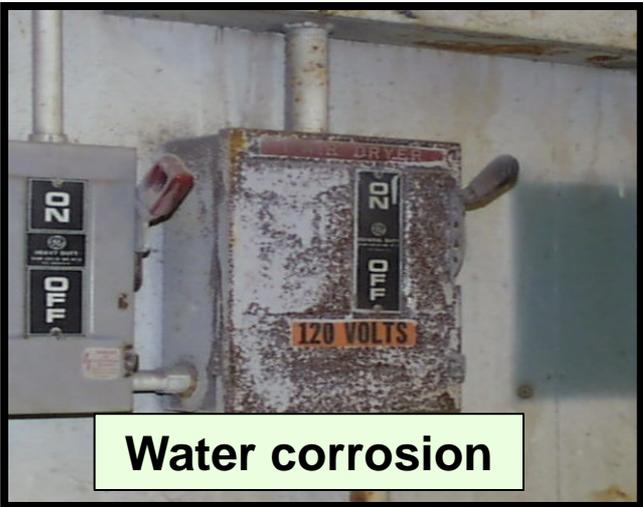
Blocked Panels

Missing Cover

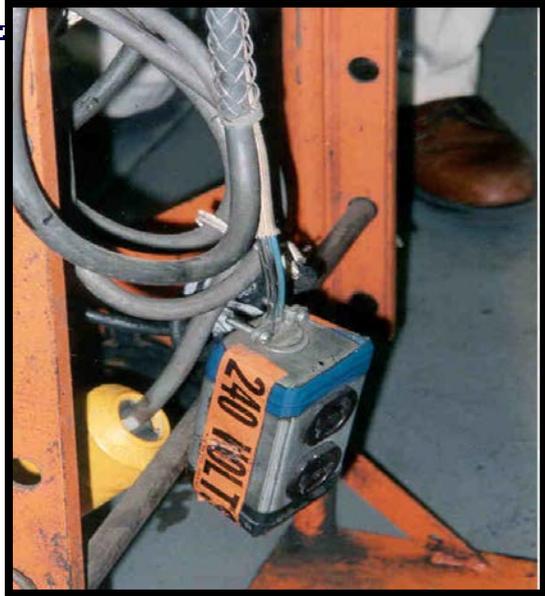
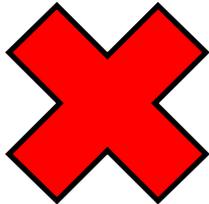




Protect Electrical Components. No Improper Use of Multi-Outlet.



Water corrosion



Improper Use of Multiple-Outlet Receptacles



Acid corrosion





Properly secure ladders. Position on firm level ground.



Unstable ground support for extension ladder.

All Portable Ladders:

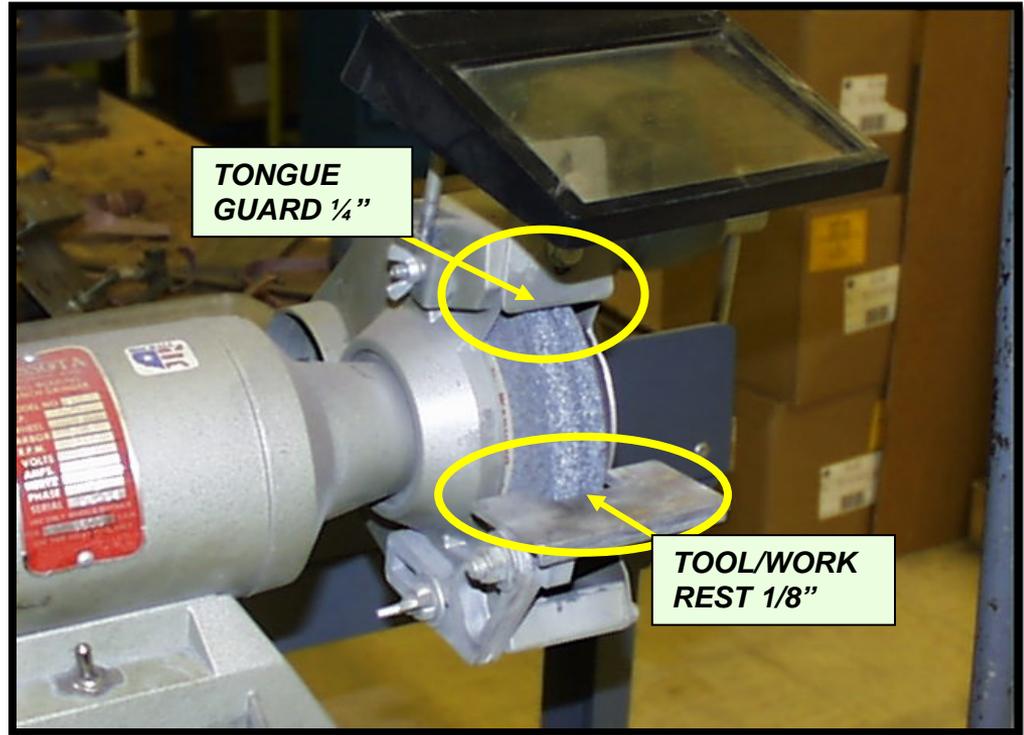
- Securely positioned on the ground.

Extension Ladders:

- Extend sufficiently over the landing platform (3ft.)
- Secured at the top during use.



Safe means for crossing conveyors Properly Adjust Guards on Grinders.





Position Material Stable and Secure. Wheel Chocks While Loading/Unloading.

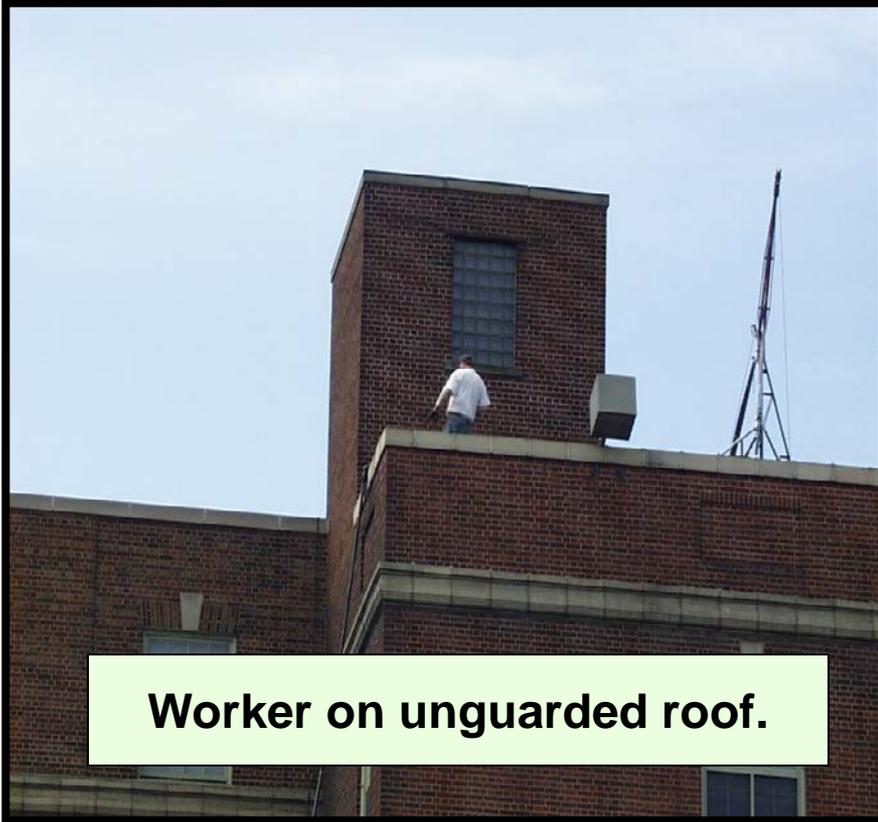


Unstable storage of materials





Fall Hazards



Worker on unguarded roof.



Worker on top of equipment.



Full body harnesses must be worn in all fall hazard situations with the potential for free fall.



Full Body Harness



Use of body belt not acceptable.

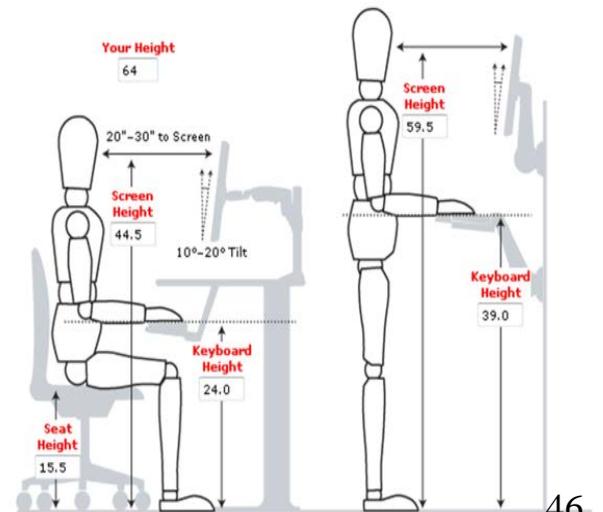
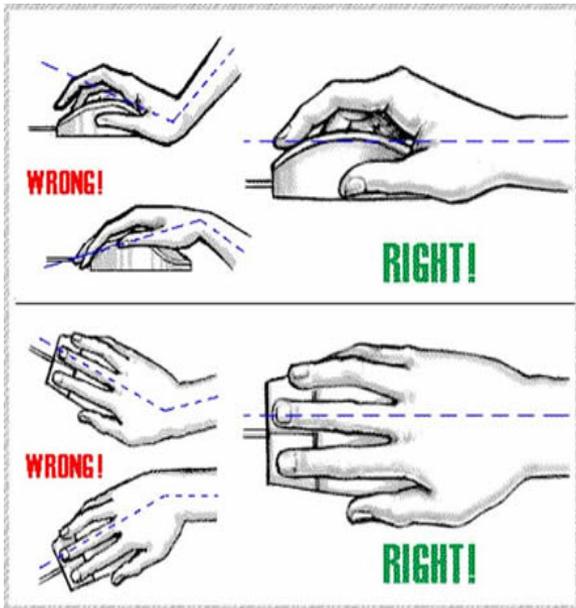


Ergonomics



The wrong way!

The right way!





Government Motor Vehicle (GMV) Safety



-
- Recently experienced a high level of costs as a result of GMV mishaps/incidents
 - Many of these mishaps/incidents are avoidable with the proper sustained command attention, thus saving the command critical resources.
 - During these times of resource constraints and budget cuts, it's imperative that commands use and maintain their government vehicle assets in the most efficient and effective manner.



Government Motor Vehicle (GMV) Safety



- To prevent GMV mishaps and reduce costs:
 - Conduct proper pre/during/post vehicle operator checks
 - Identify potential maintenance problems to prevent expensive repairs and vehicle downtime
 - Conduct proper re-fueling
 - Use the correct type of fuel for the vehicle; use only the VILKEY assigned to the vehicle
 - DO NOT refuel more than one vehicle for the assigned VILKEY (this may subject the operator to disciplinary actions as it could be determined as theft or fraud).



Government Motor Vehicle (GMV) Safety



- To prevent GMV mishaps and reduce costs:
 - Obey traffic and safety regulations
 - Operators must follow responsible principles as though using their POV
 - Excessive costs are incurred due to rough-handling and inattentive driving
 - Adhere to the scheduled vehicle PM appointment.
 - Report mileage timely and accurately.
 - Funding, billing, and utilization data is singularly based on mileage.



Summary



-
- **Voluntary Protection Program (VPP)**
 - **Job Hazard Analysis (JHA)**
 - **Mishap Prevention through Comprehensive Safety Inspections**

Questions?