

SAFETY & HEALTH PROGRAM QUALIFICATIONS FOR THE STAR PROGRAM		
(Presented to MSFC by Virginia Simmons/OSHA at MSFC Safety Day, 10/20/99)		
I	Management Commitment and Planning	
A.	Commitment to safety and health	
1.	Management commitment to safety and health in general	
2.	Management commitment to VPP	
3.	Clearly defined authority and responsibility for safety and health	
a.	Accountability through evaluation of supervisors	
b.	A system for rewarding good behavior	
c.	A system for correcting deficient performance	
d.	General Industry applicant must have a documented system for holding all line managers and supervisors accountable for S & H	
e.	Construction applicant must demonstrate that project manager and contractor superintendents are held accountable for safety and health conditions	
4.	Commitment of adequate resources to safety and health	
a.	Staff	
b.	Equipment	
c.	Promotion, etc.	
5.	Management involvement	
a.	Clear lines of communication	
b.	Setting an example	
1.	Wear PPE	
2.	Follow rules	
3.	Help with housekeeping	
4.	Remain visible	
6.	Contractor worker coverage	
a.	Requirement to follow worksite safety and health rules	
1.	VPP participants to demonstrate consideration of safety and health programs and performance of major contractors during selection process	
b.	In general industry, where the contractor's activities are not part of the overall operation and include special skills and hazards beyond the participant's expertise, the participant's responsibility is limited to diligence in the selection and oversight of the contractor	

B. Commitment to VPP Participation		
1. Management clear commitment to meeting and maintaining the requirements of the VPP for which application is made		
C. Planning		
1. Planning for safety and health to be part of the overall management planning process		
2. In construction, this includes pre-job planning and preparation for different phases of construction		
D. Written Safety and Health Program		
1. To include all critical elements		
a. Hazard assessment		
b. Hazard correction and control		
c. Safety and health training		
d. Employee participation		
e. Safety and health program evaluation		
2. Appropriate to size of the worksite and type of industry		
3. Some requirements for written procedures or documentation may be waived for small businesses where effectiveness can be verified		
a. Waivers to be decided on a case-by-case instance		
II Hazard Assessment		
A. Management of Safety and Health Programs		
1. Thorough understanding of all potentially hazardous situations		
2. Ability to recognize and correct all existing hazards as they arise		
a. Analysis of all new processes, materials, or equipment before use		
b. Comprehensive safety and health surveys at intervals appropriate for nature of the workplace		
c. Regular reviews by person qualified to recognize existing hazards and risks to ensure control of risks		
1. Baseline survey of health hazards		
2. Use of nationally recognized procedures for all sampling, testing, and analysis with written records of the results		
d. System for conducting routine self-inspections		
1. Following written procedures or guidance		
2. Written reports of findings		
3. Tracking of hazard correction		
a. General Industry		
1. Occur no less than monthly		

2. Cover whole worksite at least quarterly		
b. Construction		
1. Management inspections of entire site at least weekly		
2. Safety and health committee inspections of entire site no less than once monthly		
3. Routine examination and analysis		
a. Individual jobs, processes, phases, inclusion of results in training and hazard control programs		
b. Job safety analysis and process hazard review		
c. In construction, place emphasis on special safety and health hazards of each craft and each phase of construction		
4. Employee hazard reporting		
a. Without fear or reprisal		
b. In writing		
c. Timely and appropriate responses		
d. Tracking or responses and hazard correction		
5. Accident investigation system		
a. Written procedures and guidance		
b. Written reports of findings and hazard correction		
c. Hazard correction tracking		
d. Review of injury/illness experience		
1. Identify causes		
2. Provide for preventive or corrective actions		
6. Medical program		
a. Availability of physician services		
b. Personnel trained in first aid		
III Hazard Correction and Control		
A. Hazard assessment		
1. Access to certified industrial engineers, certified safety professionals or certified safety engineers.		
2. Means for eliminating or controlling hazards		
a. Engineering controls		
b. Personal protective equipment		
c. Safety and health rules and work procedures		
1. Rules and procedures appropriate to the potential hazards		
2. Written, implemented and updated by management		
3. Used by employees		

3. Discipline		
a. Procedures for disciplinary action		
b. Written, communicated, and enforced		
4. Emergency Response		
a. Written procedures with requirements for:		
1. Personal protective equipment		
2. First aid		
3. Medical care		
4. Emergency egress		
5. Provisions for emergency telephone numbers		
6. Exit routes		
7. Training drills		
b. Communicated to all		
5. Equipment		
a. Ongoing monitoring and maintenance		
6. Hazard correction		
a. System for initiating		
b. Tracking hazard correction in a timely manner		
IV Safety and Health Training		
A. Training		
1. Implement management's commitment		
2. Supervisors understand hazards associated with a job		
a. Effects on employees		
b. Supervisor's role in ensuring employees follow rules		
1. Teaching employees		
2. Enforcement of rules, procedures, and work practices		
3. Employees		
a. Make aware of hazards		
b. Make aware of safe work procedures		
4. Emergencies		
a. Employees and supervisors understand what to do		
5. Personal protective equipment		
a. Employees understand that it is required		
b. Employees understand why it is required		

c. Employees understand limitations of PPE		
d. Employees understand how to use it		
e. Employees know how to maintain it		
f. Employees use PPE properly		
v Employee Participation		
A. General Industry		
1. Employees to have an active and meaningful way to participate		
a. Examples in addition to individual right to notify managers of hazards:		
1. Safety committees		
2. Safety observers		
3. Safety and health problem-solving groups		
4. Safety and health training of other employees		
5. Analysis of job hazards		
6. Committees to plan and promote safety and health awareness		
B. Construction		
1. Required to have a labor-management safety committee for identification and correction of hazards		
a. Committee has minimum of one year's experience providing safety and health advice and making site inspections		
b. At least equal representation by site workers		
1. Selected, elected, or approved by authorized collective bargaining organization		
c. Meetings		
1. Meets regularly		
2. Minutes of meetings		
3. Quorum requirements		
a. At least half of committee members		
b. Representatives of both employees and management		
d. Inspections		
1. At least monthly		
2. At least monthly coverage or entire worksite		
3. At least one worker representative on inspection team		
e. Additional allowances for joint committee		
1. Observe or assist in accident investigations		
2. Have access to all relevant safety and health information		
3. Have adequate training to recognize hazards		

2. Construction applicant choosing a joint committee of different makeup or different functional duties		
a. Required to meet operational requirements for quorum, meeting minutes, etc.		
b. Demonstrate that the alternative achieves the same objectives		
c. Contractors and subcontractors operating at the applicant's site to maintain effective safety and health programs		
1. Bound by contact		
a. Specifications for oversight, coordination, and enforcement of the programs with documentary evidence		
b. Provisions for prompt correction and control of hazards		
c. Penalty specifications		
1. Dismissal for willful or repeated non-compliance		
VI Safety and Health Program Evaluation		
A. System for evaluating operation of safety and health program		
1. Determine needed changes to improve worker safety and health		
2. Conducted annually		
3. Written, narrative reports		
a. Recommendations for improvements		
b. Documentation of follow-up action		
c. Evaluate effectiveness of:		
1. Management Leadership and Employee Involvement		
2. Worksite Analysis		
3. Hazard Prevention and Control		
4. Safety and Health Training		
d. Follow format in letter from Regional VPP Manager		
4. Conducted by corporate, site, or private sector third party		
5. Construction		
a. Conducted annually and immediately prior to completion of construction		
1. Determine what has been learned about safety and health		
2. Use results to improve contractor's program at other sites		