

VPP *Passport*



**Marine Corps Air Station
Cherry Point, North Carolina**

The Purpose of the VPP Passport

The purpose of the Voluntary Protection Program's (VPP) Passport is to increase your awareness of VPP and prepare you for the Occupational Safety and Health Administration (OSHA) On-Site Evaluation. Completion of these Action Items contained in this Passport will assist in supporting the overall goal of the Marine Corps Air Station, Cherry Point and the VPP:

“Excellence in Safety”

Commanding Officer's Guidance

Each employee's personal goal will be to complete the Action Items outlined in this VPP Passport by August 31, 2016.

Chris Pappas III
Colonel, USMC

This Passport belongs to:

Name: _____

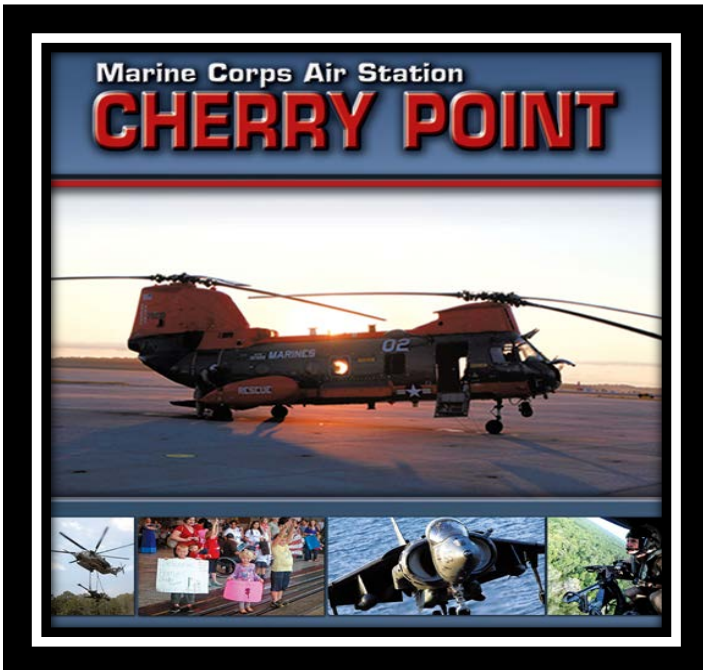
Division: _____

Work phone#: _____

Table of Contents

Page

1. VPP Passport Instructions	2
2. VPP Overview	3
3. Elements of VPP	4
4. What We Believe	5
5. Action Items	8
6. CO's Safety Policy	12
7. CY15 Command Safety Program Goals	13
8. Employee Rights and Responsibilities	14
9. Risk Management	15
10. FAQs for Employees	17
11. FAQs for Supervisors	22
12. FAQs for Directors and Executives	25



VPP Passport Instructions

1. All MCAS Cherry Point Marines and Civilian-Marines will participate in the VPP Passport. Contractor employees are encouraged to participate.
2. The VPP Passport will be administered by your supervisor.
3. This passport contains action items that you will complete. Once you are done with an action item, sign and date the item and have your supervisor verify completion with their signature and date.
4. Supervisors will assign the VPP Passport as a Duty/Task in Enterprise Safety Applications Management System (ESAMS) for all their employees and track the completion for their records.
5. This passport also contains the frequently asked questions that OSHA may quiz you on during the On-Site Evaluation. You should become familiar with the questions and answers so you are better prepared. You may refer to the passport during the Employee Interview Process, so keep it with you.



VPP Overview

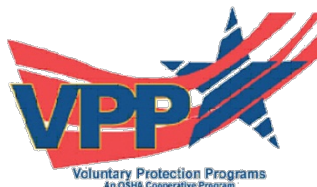
The VPP is a program established by OSHA in 1982 to recognize superior performance in safety and health.

The OSHA VPP is a partnership between employees and their bargaining units, management, and OSHA's Region IV, which promotes worker's safety through employee involvement. This involvement is a critical component in a robust and comprehensive safety program.

The VPP is a collection of industry-wide best practices, which have proven to reduce injury and illness rates. There is no denying that our injury and illness cases are significantly above the Bureau of Labor and Statistics (BLS) National Average. On average, for the last 3 years, 5 out of 100 MCAS Cherry Point employees were afflicted by a preventable injury and spent valuable time away from work or from conducting their assigned job. This resulted in Workers' Compensation costs of over 2.5 million dollars annually.

Currently, there are 44 Department of Defense VPP Star Sites. Marine Corps Logistics Base Barstow, California is the only Marine Corps Star Site and after OSHA completes our On-Site Evaluation, MCAS Cherry Point will be the fourth.

MCAS Cherry Point uses OSHA's VPP as our Safety and Health Management System. MCAS Cherry Point did not implement VPP solely for Star recognition; we already had an excellent Safety and Health Program. VPP has made our program better. We wanted the best safety and health management system to protect our workforce and set the example for our tenants. We are developing and implementing processes that effectively identify, evaluate, prevent, and control hazards so that injuries and illnesses to employees are prevented. Through your involvement in the Inspection Process, Hazard Identification, Job Hazard Analysis, Mishap and Near-Miss Reporting, MCAS Cherry Point leaders are confident we are ready to become a VPP Star Site.



Elements of VPP

1. Management, Leadership, and Employee Involvement.

This element includes proactive efforts to establish a culture in which all employees, from top management to non-supervisory workers, understand the value we place on safety and health, understand and embrace their personal responsibilities for working safely, and are afforded meaningful opportunities to be involved in safety and health activities and improvement initiatives.

2. Worksite Analysis. This element involves regular, recurring, and multifaceted efforts to examine safety and health-related conditions and occurrences, with the overall objectives of identifying noncompliant safety and health conditions, conditions that pose potential hazards/risks to personnel and property, and the causes of such conditions.

3. Hazard Prevention and Control. The Hazard Prevention and Control Element involves efforts to eliminate hazards or to control hazards that cannot be eliminated in order to reduce risks.

4. Safety and Health Training. This element ensures that the workforce is equipped with the knowledge needed to effectively carry out safety responsibilities.



What We Believe

1. Safety is an ethical and moral responsibility. It is everyone's responsibility to do what is necessary to protect employees from death, injury, and illness in the workplace. Everyone is responsible for Safety. It is about culture, it is about ownership, and it is about accountability.
2. All mishaps are preventable. This fundamental belief that all mishaps are preventable is a catalyst that encourages us to prevent injuries. Accepting mishaps as "just accidents," or the "cost of doing business" with no ability to prevent them, is simply not acceptable.
3. Safety is a cultural mindset and a prerequisite to everything we do. The combined commitment and participation of the entire organization is necessary to create and maintain an effective safety culture. Safety must be considered for every task, both on and off-duty, and will be executed with the proper level of risk management at all times.
4. Supervisors are responsible to lead the safety effort with consistency and persistence, establish safety goals, demand accountability for safety performance, and provide the resources necessary for a safe workplace. The Safety Staff exists to coordinate policies and processes, provide program oversight, and act as advisors.
5. Employees are responsible to act safely, respond to unsafe conditions, and to execute the policies and procedures established by leadership.
6. Everyone deserves training in order to work safely. Awareness of safety does not come naturally; therefore, we all need to be trained to work safely. Effective, job-specific training with associated hazard awareness and mitigation is essential for employees to be a productive part of the safety culture.

7. Safety is a condition of employment. The MCAS Cherry Point leadership will exhaust every reasonable means to lead, motivate, and train employees to maintain a safe workplace. In the event an employee refuses to take actions required to work safely, leaders will utilize a system of progressive discipline.

8. Management provides encouragement and recognition for safe performance. Supervisors give positive encouragement to employees observed working safely. Supervisors solicit and encourage employees' solutions to improve workplace safety. Recognizing safe work practices is as important as identifying deficient performance and cannot be overlooked.

9. Safety programs in our divisions are site-specific with recurring audits of the workplace and measures for prompt corrective action. The goal is to identify and abate hazards that contribute to employee injuries and/or property damage. Recurring internal and external audits that include hazard analyses, comprehensive inspections, and aggressive investigations of mishaps help identify potential workplace hazards.

10. The proactive approach in Safety creates a competitive advantage. Reducing workplace injuries and illnesses results in less pain and suffering for the employees and their families, reduces the costs of Workers' Compensation, medical expenses, and litigation expenses. Marine Corps Air Station, Cherry Point leaders solicit employees for ideas to improve the culture of safety. Safety is included as an agenda item in every production and scheduled meeting to facilitate a direct line of communication between employees and management and is supported at all levels of leadership.



For additional information on VPP:

MCAS Cherry Point website

<http://cherrypoint1.mcieast.usmc.mil/sitepages/home.aspx>

OSHA VPP website

<https://www.osha.gov/dcsp/vpp/index.html>

Voluntary Protection Programs Participants Association

<http://www.vpppa.org>

Action Items

1) With your supervisor, conduct an inspection of your work area to learn how to identify hazards. If a hazard is identified correct it or submit a work request to have it fixed. Commit with your co-workers to perform a similar inspection daily.



Employee Sign/Date: _____
Supervisor Sign/Date: _____

2) Accompany your supervisor during a monthly formal inspection to learn how to recognize and abate fire hazards, chemical hazards, electrical hazards, etc...

Employee Sign/Date: _____
Supervisor Sign/Date: _____

3) Complete the OSHA 10-hr General Industry/Construction Standards training provided by the Installation Safety Office.



Employee Sign/Date: _____
Supervisor Sign/Date: _____

4) Accompany your supervisor during a weekly formal inspection to learn how to recognize and abate slip, trip and fall hazards.



Employee Sign/Date: _____
Supervisor Sign/Date: _____

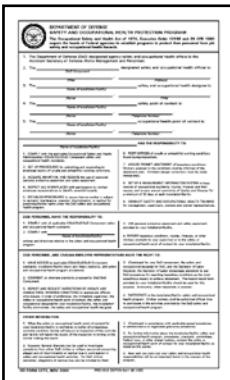
5) Complete a slips, trips, and falls course provided by your Unit Safety Officer or the Navy Fall Protection (Slips, Trips, and Falls) Awareness training in ESAMS (Course #1259).



Employee Sign/Date: _____
 Supervisor Sign/Date: _____

6) Successfully complete the DoD VPP CX Voluntary Protection Program Introduction (Course #2281) Training in Enterprise Safety Applications Management System (ESAMS).

Employee Sign/Date: _____
 Supervisor Sign/Date: _____



7) Explain to your supervisor your rights and responsibilities as listed on the DoD Safety and Occupational Health Protection Program Form (DD Form 2272) or on the OSHA's *It's the Law* poster located on your work area safety bulletin board. (Your rights and responsibilities are found on page 14 of this passport)



Employee Sign/Date: _____
 Supervisor Sign/Date: _____

8) Develop and present a safety topic at a division, shop or office safety meeting.

Employee Sign/Date: _____
 Supervisor Sign/Date: _____



9) List and discuss with your Supervisor three ways you are actively involved in the Command's Safety and Health Program.

- 1. _____
- 2. _____
- 3. _____

Employee Sign/Date: _____
 Supervisor Sign/Date: _____

10) Discuss with your supervisor the information provided in your division's Industrial Hygiene Survey and how you can obtain a copy.

Employee Sign/Date: _____
 Supervisor Sign/Date: _____

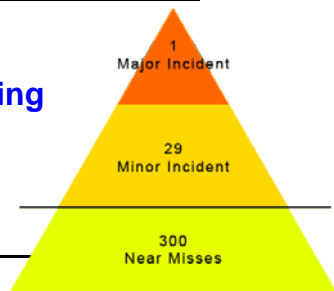
11) With your supervisor conduct a Job Hazard Analysis within your work area. (The JHA/RM process is located on page 15 of this passport).



This will be an indicator that you understand the JHA process from start to finish.

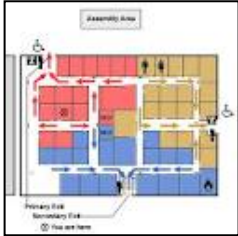
Employee Sign/Date: _____
 Supervisor Sign/Date: _____

12) Discuss Unsafe/Unhealthy Work Conditions and Near Miss-Reporting using the NAVMC Form 11401 or ESAMS with your supervisor.



Employee Sign/Date: _____
 Supervisor Sign/Date: _____

13) Review and discuss the Emergency Action Plan developed for your work area with your co-workers and your supervisor.



Employee Sign/Date: _____

Supervisor Sign/Date: _____

14) Read and become familiar with the MCAS Cherry Point CO's Safety Policy and the Command Safety Program Goals; discuss this with your supervisor about how you can help the Command achieve these goals. (CO's Safety Policy and Goals are located on pages 12 and 13 of this passport)

Employee Sign/Date: _____

Supervisor Sign/Date: _____



COMMANDING OFFICER'S STATEMENT ON SAFETY



Achieving operational excellence in today's environment requires us to deal effectively with uncertainty and complexity while balancing priorities among scarce resources. This balance, and likewise, our mission success, can only be achieved through the effective use of risk management by all members of the Air Station. All members need to be aware of their responsibility to support the safe execution of our mission and realize that they are empowered across the chain of command to stop unsafe acts and to address unsafe situations.

At Cherry Point, we:

- Nurture a culture of operational excellence.
- Accept honest mistakes, and learn from them.
- Realize safety is not a priority, it's a value... and it's how we operate here.
- Understand that safety is readiness enabler, not a mission inhibitor.
- Integrate safety throughout our planning and execution cycles.
- Actively identify and mitigate risks to maintain both individual and unit readiness... both on duty and off.

Failure jeopardizes the health, safety, and combat readiness of our most valued assets: our Marines, Sailors and civilian employees. Any loss, on duty or off, can impact our ability to accomplish our mission.

In order to succeed as the key support platform for force projection, your action, and the direct support of leaders at all levels, are required. I need you personally committed to safely executing our mission and making smart decisions 24 hours a day, 7 days a week, and 365 days a year.

C. PAPPAS III
COLONEL, U. S. MARINE CORPS
COMMANDING OFFICER
MARINE CORPS AIR STATION CHERRY POINT



Our Goals and Objectives will be threefold:

- **Full implementation of VPP Model by the end of 2016**
- **Reduce our 3-Yr Total Case Incidence Rate (TCIR) 5 by 15% per year until rate is maintained below the National Average (3.7)**
- **Reduce our 3-Yr Days Away from Work, Restricted and Transfer (DART) Activity Case Incidence Rate (4.6) by 39% per year until rate is maintained below the National Average (1.9)**



Employee Rights

- You have the right to notify your employer or OSHA about workplace hazards. You may ask OSHA to keep your name confidential.
- You have the right to request an OSHA inspection if you believe there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in that inspection.
- You can file a complaint with OSHA within 30 days of retaliation or discrimination by your employer for making safety and health complaints or for exercising your rights under the *OSH Act*.
- You have the right to see OSHA citations issued to your employer. Your employer must post the citations at or near the place of the alleged violations.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify these hazards have been reduced or eliminated.
- You have the right to copies of your medical records and records of your exposures to toxic and harmful substances or conditions.
- Your employer must post the OSHA poster; *It's the Law*, in your workplace.
- You must comply with all Occupational Safety and Health Standards issued under the *OSH Act* that apply to your own actions and conduct on the job.

Employee Responsibilities

As an employee, you should:

- Report hazardous conditions to your supervisor.
- Comply with all applicable OSHA Standards.
- Follow all employer safety and health regulations, and wear or use prescribed PPE while engaged in work.
- Report all job-related injuries or illnesses to your supervisor and seek medical treatment promptly.
- Cooperate with the OSHA Compliance Officers conducting an inspection.
- Exercise your rights under the *OSH Act* in a responsible manner.
- Read the OSHA poster on the official bulletin boards.

RISK MANAGEMENT

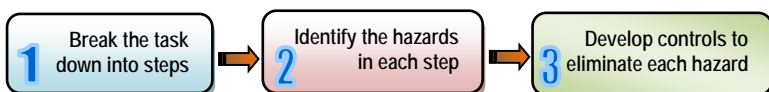
Risk Management is the process of identifying, assessing, and controlling risks. Risk Management can be applied to all operations and activities, both on and off-duty. We use two similar tools to perform risk management. The first is Risk Management (RM). RM is used for complex and non-routine events and includes the following five-steps:



Risk Management is based on the following principles:

- ❖ Accept risk only when the benefits outweigh the cost.
- ❖ Accept no unnecessary risk.
- ❖ Anticipate and manage risk through planning.
- ❖ Make risk decisions at the proper level.

The second tool used to manage risk is Job Hazard Analysis (JHA). JHAs are used for routine or simple tasks. The JHA steps are:



- 1 – Break the task down into steps
- 2 – Identify the hazards associated with each step
- 3 – Develop controls to eliminate each hazard

We use a worksheet to document JHA and RM. The worksheets contain controls to reduce each identified risk. The controls to reduce or eliminate each risk to an acceptable level are then incorporated into safety briefings, LOIs, SOPs, or Operation Orders. This is called *Risk Management Integration*.

Using Risk Management will create a condition where hazards are identified and managed to the lowest possible level - prior to performing the task, process or job. The goal of risk management is to control risks that degrade us from performing our jobs or completing the mission.

Reference Material - VPP Interview Questions

Interviews are an important tool in assessing the effectiveness of a Site's Safety and Health Program. OSHA will use the questions listed below during the formal interview process.

Review the questions that are applicable to your role(s) and ensure that you know how to answer them. (**NOTE:** Employees may discuss these questions in front of their co-workers and receive credit for Action Item #8 of the VPP Passport.)



VPP FAQs for Employees

A. How long have you worked here?

- I have worked at MCAS Cherry Point for (give years)

B. Tell me about your job. What do you do during a typical day?

- I work in an office. I work on a computer, shred paper, use a copy machine, the phone and other office equipment.
- I work in a warehouse. I load and unload material from trucks with a forklift, inventory and store stock, etc.
- I work outside. I perform grounds maintenance, I mow the grass, edge the sidewalks, and trim the bushes. I provide security at the gates.
- I work in vehicle maintenance. I perform maintenance on all government vehicles.
- I work in Facility Maintenance. I perform maintenance work around the base, plumbing, electrical, etc.

C. What are the safety and health hazards of your job?

- Hazards in an office include ergonomics, housekeeping, slips, trips, falls, lifting, electrical, and several hazardous substances like cleaning supplies.
- Hazards in a warehouse include slips, trips, falls, falling objects, housekeeping, cutting tools, and hazardous substances.
- Hazards working outside include extreme heat, noise, insects, poisonous plants, and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips, falls, lifting, electrical, heat, flying particles, hazardous substances, and housekeeping.
- Hazards performing facility maintenance include awkward postures, lifting, electrical, housekeeping, machinery, hand and power tools, chemicals, and extreme weather.

D. How do you protect yourself from those hazards? What kind of Personal Protective Equipment (PPE) do you wear? Were you provided training?

My supervisor and I conducted a Job Hazard Analysis on all tasks associated with my job and control measures have been implemented. Engineering Controls may be ventilation systems. Hazardous chemicals have been exchanged with less toxic chemicals, and ergonomic equipment was provided. Administrative Controls include work rest breaks, completing tasks early in the day to avoid extreme heat, etc. Personal Protective Equipment provided by my supervisor includes gloves, safety shoes/boots, goggles, hearing protection. I was trained on the hazards associated with my job and how to protect myself from those hazards. My supervisor trained me on the PPE, which includes how to use it, limitations, and how to maintain it.

E. What type of Safety and Health Training have you received?

I received new employee orientation when I came to work here. This training included hazards associated with my job, the Emergency Action Plan, and safe work processes implemented through the Job Hazard Analysis. I have received additional safety training in ESAMS and through the OSHA 10-Hour General Industry Outreach Training given by the Station Safety Office.

F. What happens if management disobeys a safety rule? If an employee disobeys?

Management and employees are held to the same standards. They include letters of caution, suspension, or not passing the safety element in the performance rating.

G. How do you respond in the event of a fire, hazardous waste spill, alarm, or medical emergency?

An Emergency Action Plan was developed for my work area. The plan outlines what we are supposed to do and where we need to go in any type of emergency. We have all been trained on our Emergency Action Plan and my supervisor or Unit Safety Officer conducts emergency drills to ensure we are familiar with those procedures.

H. What does VPP mean to you?

- A safer work environment.
- I know my supervisor cares about my safety.
- More involved in setting safety policies.
- I have a voice in the safety program.
- There is an increased awareness of hazards that exist in my work area that could affect my co-workers and me.
- I can come to work, give my best, and return home safely to my family.

I. What is one method of reporting a safety or health concern? What was the last unsafe practice you reported and/or corrected?

I report all safety concerns directly to my supervisor, Unit Safety Officer, or the Installation Safety Office, either verbally or by filling out a Near Miss Report, which is accessible on our official bulletin boards and the Installation Safety Office website. I can also report safety concerns using ESAMS. If I can fix the hazard myself, I do; if not, I will submit a work request to have the hazard fixed.

J. How do your supervisors demonstrate their involvement in safety and health?

My supervisor leads by example, by wearing the proper PPE, following all safe work practices. My supervisor provides training, ensures I have the proper PPE, and conducts weekly inspections of my work areas to make sure I am safe at work.

K. Have you ever seen anyone testing the air, noise levels, or conducting other surveys for possible health hazards? Do you know what the results were or what they meant?

The Industrial Hygienist from the Naval Branch Health Clinic conducts IH Surveys of my work areas and the results are provided to my Division Director. The surveys are available from my supervisor and Unit Safety Officer.

L. Have you or anyone you know ever been injured or experienced a job-related illness? What is the procedure when someone is injured?

I am required to report all injuries, no matter how minor, to my supervisor immediately. My supervisor and Unit Safety Officer conduct mishap investigations to find out how to prevent the mishap from happening to another employee.

M. How are you involved in the safety decision-making process?

I am involved in the Job Hazard Analysis process to help implement procedures to eliminate hazards or reduce risk. I sit on safety committees and attend my shop safety meetings.

N. Is safety and health valued in your organization?

Safety is considered a part of everything we do. Safety and Health Inspections are conducted by every level from employee to management. The Commanding Officer has officially appointed everyone as the Safety Officer for those around us. We are authorized to challenge, stop, or raise the issue to our supervisor whenever we believe an unsafe act or an unsafe condition is about to occur.

O. What is one objective in your department's safety program?

Be responsible for our own safety and the safety of our co-workers. I assess every task to identify hazards to prevent mishaps from occurring.

P. How does management support your involvement in safety?

Management encourages me to attend safety training, ensures I conduct daily inspections of my work areas, and provides me feedback on safety suggestions.

Q. What are your rights under OSHA?

- I have the right to notify my employer or OSHA about workplace hazards.
- I have the right to request an OSHA inspection if I believe that there are unsafe and unhealthful conditions in my workplace.
- I can file a complaint with OSHA within 30 days of retaliation or discrimination by my employer for making safety and health complaints or for exercising my rights under the *OSH Act*.
- I have the right to see OSHA citations issued to my employer. My employer must post the citations at or near the place of the alleged violations.
- My employer must correct workplace hazards by the date indicated on the citation and must certify these hazards have been reduced or eliminated.
- I have the right to copies of my medical records and records of my exposures to toxic and harmful substances or conditions.
- My employer must post the OSHA poster; *It's the Law*, in my workplace.
- I must comply with all Occupational Safety and Health Standards issued under the *OSHA Act* that apply to my own actions and conduct on the job.

VPP FAQs for Supervisors

A. How long have you worked here? When did you become a supervisor?

I have worked for MCAS Cherry Point for (give years). I became a supervisor on (give date)

B. What do you see as your role in safety and health?

My role in safety is to ensure my employees are safe at work, through inspections, conducting JHAs, providing training and PPE. I care about my employees.

C. What kinds of hazards are you and/or your employees exposed to?

- Hazards in an office include ergonomics, housekeeping, slips trips and falls, lifting, electrical, and several hazardous substances like cleaning supplies.
- Hazards in a warehouse include slips, trips and falls, falling objects, housekeeping, cutting tools, and hazardous substances.
- Hazards working outside include extreme heat, noise, insects, poisonous plants, and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips, falls, lifting, electrical, heat, flying particles, hazardous substances, and housekeeping.
- Hazards performing facility maintenance include awkward postures, lifting, electrical, housekeeping, machinery, hand and power tools, chemicals, and extreme weather.

D. Has the MCAS Cherry Point's leadership provided adequate resources for safety and health programming, such as funding, time, and technical support?

- We are provided funding for PPE, travel for safety training and conferences, and funding to purchase reference material (i.e. NEC, NFPA, 29 CFR 1910, etc...).
- We have access to personnel for technical support.
- We are allotted time to attend safety meetings, safety committees, conduct training, conduct audits, and participate in mishap investigations.

E. What do you do when you discover a hazard in your area?

If possible, I will fix it on the spot. If not, I will submit a work request to have it abated. I will implement interim controls and document the hazard in the abatement log.

F. What do you do when an employee reports a hazard in your area?

When an employee reports a hazard, I conduct an investigation to determine the severity. If possible, I will fix it on the spot. If not, I will submit a work request to have it abated. I will implement interim controls to reduce the risk and then document the hazard in the abatement log.

G. Do you provide employee training in safety-related topics? (If so, please describe.)

I conduct New Employee Orientation which includes hazards associated with the job, hazards that exist in work areas, required PPE, and the Emergency Action Plan. I train my employees on how to conduct a Job Hazard Analysis and Risk Management. I ensure my employees receive additional safety training at our shop safety meetings and in ESAMS.

H. Please give some examples where you had to use the disciplinary system for infractions of safety and health rules.

Examples include letters of caution, suspension, or not passing the safety element in the performance rating.

I. When was the last emergency drill? What is your role in drills?

I held an emergency drill for my employees on (give date).

My role in emergency drills is to ensure my employees are trained on the EAP, evaluate the employee response during the emergency drill, and adjust the EAP as needed to ensure employee safety during a real emergency.

J. How are you held accountable for ensuring safe and healthful working conditions in your area?

Safety is an element in my performance standards and the *Evaluating Supervisors Safety Performance* form is completed by my director and included as an attachment to the IPMS and PARS.

K. Do you have contract employees working in your area? If so, how do you control and address safety or health hazards relating to or created by them?

I hold the contractors that work in my area to the same safety standards as the federal employees. I provide them safety training and invite them to attend our shop safety meeting. The contractors are required to report safety and health hazards they identify to me to ensure mishaps do not occur.

L. Are there routine or unannounced inspections? Who participates?

I am required to conduct and document weekly safety inspections of my work areas. My employees conduct daily inspections and our Unit Safety Officer conducts and documents monthly inspections. The Installation Safety Office conducts announced annual inspections of my work areas and is escorted by our Unit Safety Officer and me. The inspection results are entered into ESAMS.

VPP FAQs for Directors and Executives

A. How long have you been with MCAS Cherry Point?

I have worked at MCAS Cherry Point for _____ years, and in my current position for _____ years.

B. Describe the type of safety and health hazards at this site.

- Hazards in an office include ergonomics, housekeeping, slips, trips, falls, lifting, electrical, and several hazardous substances like cleaning supplies.
- Hazards in a warehouse include slips, trips, falls, falling objects, housekeeping, cutting tools, and hazardous substances.
- Hazards working outside include extreme heat, noise, insects, poisonous plants, and traffic.
- Hazards performing vehicle maintenance include awkward postures, slips, trips, falls, lifting, electrical, heat, flying particles, hazardous substances, and housekeeping.
- Hazards performing facility maintenance include awkward postures, lifting, electrical, housekeeping, machinery, hand and power tools, chemicals, and extreme weather.

C. How does management ensure that employee exposure to those hazards is eliminated or controlled?

A Job Hazard Analysis is conducted on every task. We identify the steps in the process, hazards associated with those steps and implement control measures to eliminate or reduce the risks. They include Engineering Controls, Administrative Controls, PPE, and safe work practices.

D. How do you demonstrate leadership in and commitment to safety and health?

I attend the CO's Quarterly Safety Council, follow the CO's Safety Policy, and I lead by example by wearing the required PPE alongside my employees. I manage the safety training requirements, and enforce safety standards. I recognize outstanding safety performance among my employees and correct and council my employees when they demonstrate unsafe behavior.

E. What benefits will a VPP partnership provide for your base?

Safer work environment, lower worker's compensation costs, open line of communication with the workforce, and employees will have higher morale.

F. What do you think are your facility's best practices in safety and health?

The employees are empowered to refuse work that is unsafe. Supervisors are evaluated for their safety performance. Our inspection program is recognized by Headquarters, Marine Corps as a best practice. The Commanding Officer's Safety Council meets quarterly with full participation from all Division Directors, Unit Safety Officers and tenant commands aboard MCAS Cherry Point. MCAS Cherry Point uses ESAMS for every aspect of safety to include identifying and tracking safety training, mishap, property damage, and near-miss reporting, reporting and tracking inspection findings, etc.

G. How do you address the competing pressures of production and safety?

Safety is a core value that is incorporated in everything we do. If my employees are safe while they are at work, then we can complete our mission.

H. How do you hold your supervisors accountable for safety and health? Have you ever had to discipline a supervisor for not following the rules?

Supervisors and employees are held to the same standards. They include letters of caution, suspension, or not passing the safety element in the performance rating.

I. How are you held accountable for your safety and health responsibilities?

Safety is an element in my performance standards and the *Evaluating Supervisors Safety Performance* form is completed by management and included as an attachment to the IPMS and PARS.



*Support MCAS Cherry Point's VPP
Initiative*