

Preparing for your On-Site Review

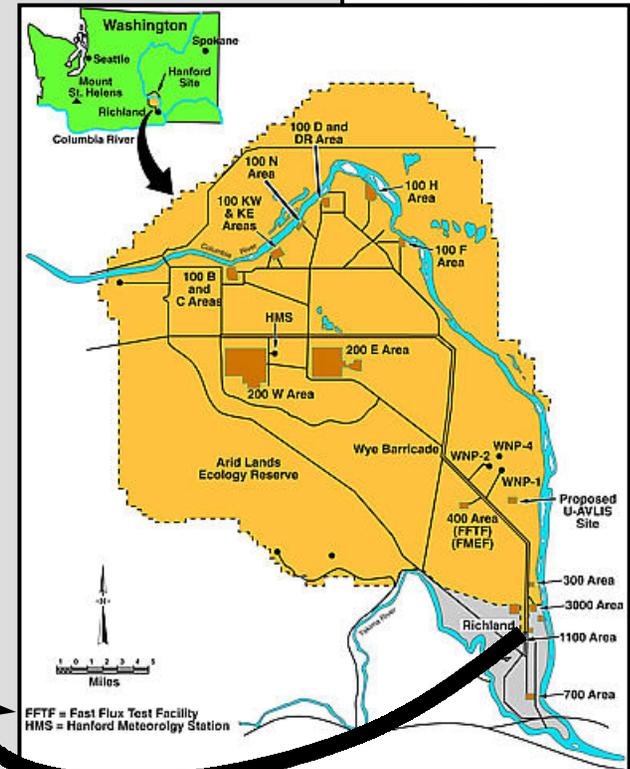
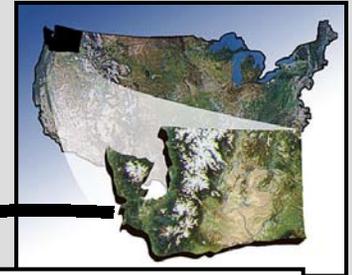
Battelle – Pacific Northwest National Laboratory

Nancy Isern
Elwood Lepel
Vern Madson
Russ Meicenheimer
Pat Wright

Pacific Northwest National Laboratory (PNNL)

▶ Research & Development environment

- Diverse projects for a variety of clients
- Work with “exotic” hazards
- R&D and maintenance workers



Background

▶ Our Experience

- DOE-VPP
- Very mature safety programs
- DOE National Laboratory (research: not a production facility)
- R&D (self-directed)
Maintenance (typical for many industries)

▶ DOE-VPP STAR

▶ Cycle time for VPP-decision to STAR: PNNL

- Steering committee established 1997
- Application development began March, 2000
- Application submitted October, 2000
- DOE accepted application January, 2001
- On-Site Review May, 2001
- Star status awarded June, 2001

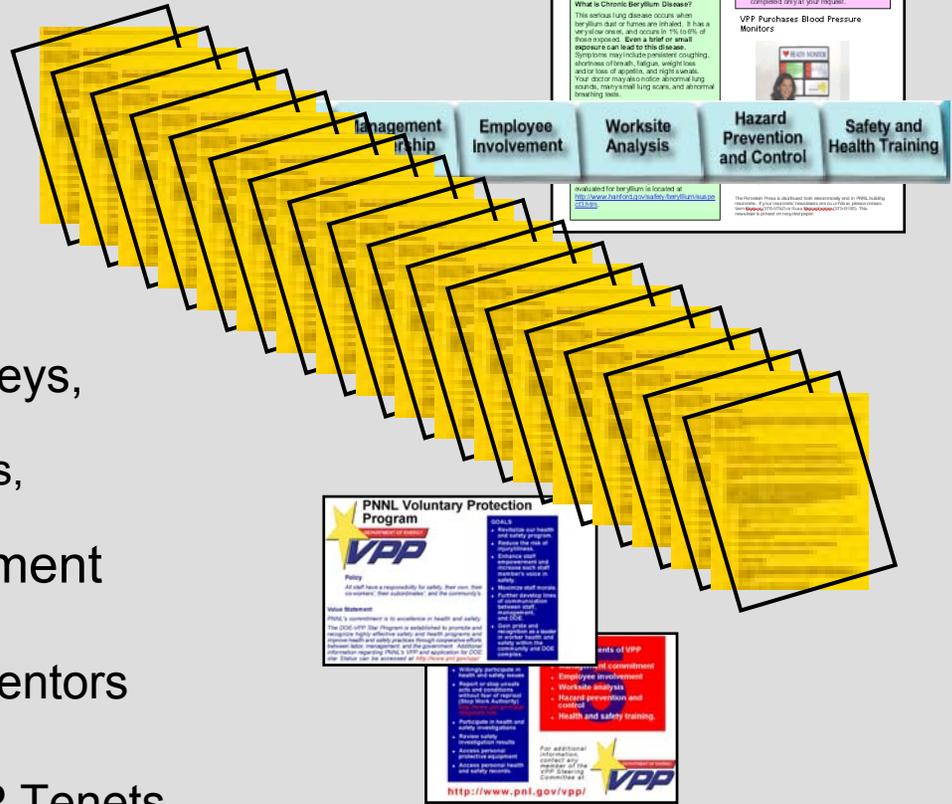
Stages

- ▶ Getting ready for VPP
- ▶ Acceptance into VPP Review Process
- ▶ Planning for On-Site Review
- ▶ During the On-Site Review
- ▶ Closeout
- ▶ After the Review: Follow-through



Getting Ready for VPP

- ▶ Strong safety programs
 - Worksite Analysis
 - Hazard Prevention & Control
 - Safety & Health Training
- ▶ Management Commitment
 - to Safety
 - to VPP
- ▶ Employee Involvement
 - Knowledgeable workers (surveys, incentives, reminders)
 - Badge cards, Porcelain Press, survey/award
- ▶ History of continuous improvement
 - Program Evaluations
 - Benchmark/Work with VPP mentors
- ▶ Application
 - Document how you meet VPP Tenets



VPP Porcelain Press
March 01, August 01, 2001

Beryllium - If You've Been Exposed, Get Tested!

What is beryllium?
Beryllium is a naturally occurring metal that is extremely lightweight yet strong as a good electrical conductor, and is nonmagnetic. It is found in the manufacturing, ceramic, electronics, atomic energy, extraction, and dental industries and in laboratory work. This highly toxic material was used in Portland operations from 1950 to 1980, although no longer used, it may still be present in some facilities due to past use.

What is Chronic Beryllium Disease?
This serious lung disease occurs when beryllium dust or fumes are inhaled. It has a very slow onset, and occurs in 75 to 80% of those exposed. Even a brief or small exposure can lead to this disease. Symptoms may include persistent coughing, shortness of breath, fatigue, weight loss and/or loss of appetite, and night sweats. Your doctor may also notice abnormal lung sounds, enlarged lung nodes, and abnormal breathing tests.

What do I do if I've been exposed or suspect past or current exposure to beryllium?
You will need to be tested to determine if you are sensitized or have Chronic Beryllium Disease. To get tested, call the National Occupational Injury, Health and Environment Center.

Enroll in the Hanford Beryllium Monitoring Program by calling the HEDH Beryllium Hotline (509-623-1377) or by completing the Hanford Employee Beryllium Test History Questionnaire (<http://www.hanford.gov/beryllium/questionnaire.asp>).

HI-GAL
• You will be contacted for a beryllium exam by HEDH. This exam will include an LPT and a chest x-ray. The voluntary test is completed only at your request.

VPP Purchases Blood Pressure Monitors

evaluated for beryllium is located at <http://www.hanford.gov/beryllium/beryllium.htm>

PNNL Voluntary Protection Program

Policy
All staff have a responsibility for safety, their own, their co-workers, their subordinates, and the community.

Goals
• Reduce lost time and injury program
• Reduce the level of employee concern
• Increase staff participation and involvement
• Increase staff safety awareness
• Increase staff safety knowledge
• Increase staff safety skills
• Increase staff safety attitudes
• Increase staff safety behaviors

PNNL's commitment is to excellence in health and safety.
The DOE Voluntary Protection Program is established to promote and recognize high performance safety and health programs and ensure health and safety practices through organizational, administrative, and financial support. Additional information regarding PNNL's VPP and application for DOE and EPA can be accessed at <http://www.pnl.gov/vpp/>

Tenets of VPP
• Employee involvement
• Worksite analysis
• Hazard prevention and control
• Health and safety training

For additional information, contact any member of the Committee at <http://www.pnl.gov/vpp/>

Acceptance into VPP Review Process

- ▶ Application submitted
 - Address issues
- ▶ Application Evaluation (by Agency)
 - Address questions
- ▶ Assemble Evaluation Team (Agency action)
 - Appropriate for your industry
- ▶ Schedule On-Site Review
(negotiated between Evaluation Team and your site)
 - Typically one week for On-Site Review

Planning



Planning for On-Site Review

- ▶ Space
- ▶ Equipment/Information
- ▶ Manpower
- ▶ Logistics
- ▶ Communications

Planning - Space

Space for Reviewers

- ▶ Opening/closing meeting
- ▶ Conference room for team meetings (for the duration of the On-Site Review)
 - Privacy (for Team meetings)
 - Atmosphere (e.g., posters, banners, maps)
- ▶ Interview rooms (privacy, atmosphere)



Space needed to coordinate support

- ▶ Space to coordinate support for the On-Site Review effort



Planning – Equipment / Information

Equipment

- ▶ Computers/printers/telephone?
- ▶ Blackboards/Whiteboards
- ▶ Paper/pens/staplers/etc

Information

- ▶ Copies of your application
 - Organization charts
 - Contact lists
 - VPP communications
 - Company information
 - Maps



Planning - Manpower

- ▶ Scheduling
 - Management/Worker availability
- ▶ Escorts
 - Clearance required for your site?
 - Escort Responsibilities
 - Team shirts/identification
- ▶ Issues Resolution

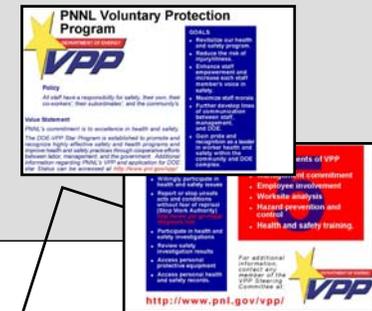


Planning - Logistics

- ▶ **Coordination with On-Site Review Team Leader**
- ▶ **Schedule/Plan Opening Meeting**
 - Senior management, worker representatives (e.g., your VPP steering committee)
 - Agenda (coordinated with Team Leader)
- ▶ **Schedule (be flexible!)**
 - Interviews
 - Walkthroughs
 - Safety meetings
- ▶ **Working Lunches?**
- ▶ **Transportation**
- ▶ **Security access/badging/computer security**

Planning - Communications

- ▶ Communication with workers regarding upcoming On-Site Review (*what they need to know, what they need to do*)
 - VPP Steering Committee
 - Mgmt support
 - Badge cards
- ▶ Between Site representatives and team
- ▶ Among Site representatives/escorts
- ▶ Issues Coordination
- ▶ Expectations for escorts
- ▶ Cell phones



Escort Assignments:

- Roy Gibbs - Pat Wright (521-0481)
- Noble Atkins - Mo Pease (376-4703)
- Joe Bagnette - Steve Collins (521-0944)
- Janet Jiles - Russ Meisenheimer (306-6403)
- Jill Molina - Ven Madson (521-7548)
- Larry Blagden - Nancy Iason (376-1616)
- Rick Zimmerman - Todd Hart (947-5134)

Bargaining Unit coordination
 Rich Garretson/Laven Clement – 372-6201 (Pat's office) or 372-4664 (Patricia Adams)

- **IF YOU SEE A PROBLEM – TAKE ACTION!!**
 - Stop Work if appropriate
 - Take positive action – contact someone
 - Provide feedback to the team members who were present

Report issues to "Issues Coordination" (376-1187)

Demonstrate Empowerment
 We are not trying to hide anything

- **Be Available!**
- **Stay in contact with your assigned team member** (subject to their preferences) – Don't assume...ASK!
- Report any issue/concern/problem/unanswered question to "Issues Coordination" (376-1187)
- Carry Phone numbers with you.

During the On-Site Review

During the On-Site Review

▶ Opening Meeting

- Cover safety issues – Emergency Response, amenities
- Introductions
- Team Leader orientation about On-Site Review process
- Mgmt & worker representatives' statements of support

During the On-Site Review (cont.)

- ▶ Scheduling interviews & walkthroughs
 - Based on On-Site Review Team input - what they want to see/do
 - Offer events of interest (committee meetings, work planning meetings)
- ▶ Daily debriefing (discretion of Team Leader)
- ▶ Address issues as they come up
- ▶ Supplemental information
 - “Working lunches”
 - (Federal employees may not be able to accept complimentary lunch)

Issues Management

- ▶ Your response is crucial
 - TAKE ACTION!
 - Stop work if necessary
 - Provide feedback to team
 - It's not you, it's the system that they need to see working



Closeout

- ▶ Listen carefully to the team's message
 - Identify improvement opportunities
- ▶ Don't expect immediate success
- ▶ Accept criticism as valuable input for future improvement (no matter what the outcome)
- ▶ This is for your benefit – it's not just the Flag

After the Review: Follow-through

- ▶ It's not EVER over
- ▶ Continuous improvement
- ▶ Annual Program Evaluation
 - To all of the Tenets/Elements
 - Safety Performance
 - Improvement plan
- ▶ 3-year review

Wrap-up

- ▶ Be ready – have a good safety culture/program
- ▶ Put appropriate effort into your application and Program Evaluations
 - Be thorough and self-critical
- ▶ Plan – anticipate/address the details
- ▶ Keep a positive attitude throughout the review
- ▶ Learn from the review and what the review team tells you
- ▶ Continuous improvement!

Celebrate your Success!

