

VIRGINIA DEPARTMENT OF LABOR AND INDUSTRY

Under the number column for each topic is a link to the corresponding worksheet questions and questions that can help you determine the answers.

Team Assignments

Topic	Tab	Section	Number	Genre	Member
Accident/Incident Investigation	II. WA	F	1-6	VPP	
Baseline Hazard Analysis	II. WA	A	1-9	VPP	
Bloodborne Pathogens/First Aid	III. HP&C	A	1-7	Health	
Chemical authorization process	II. WA	C	1-2	Health	
Chemical Incident Reporting	II. WA	E	1-4	Health	
Combustible Dusts	II. WA	A	1-9	Health	
Confined Space Entry	III. HP&C	A	1-7	Safety	
Contractor Safety	I. ML&EI	G	1-10	Safety	
Disciplinary Policy	III. HP&C	F	1-2	VPP	
Electrical Safe Work Practices	III. HP&C	A	1-7	Safety	
Emergency Action Plans	III. HP&C	G	1-4	VPP	
Ergonomics Program	III. HP&C	A	1-7	Health	
Eyewash and Shower Units	III. HP&C	A	1-7	Health	
Fall Protection	III. HP&C	A	1-7	Safety	
Fire Prevention/Hot Work Permits	III. HP&C	A	1-7	Safety	
Hazard Communication	II. WA	B	1-5	Health	
Hazard Prevention and Control	III. HP&C	A	1-7	VPP	
Hazard Tracking	III. HP&C	E	1-4	VPP	
Hearing Conservation	II. WA	A	1-9	Health	
IH/Medical Surveillance	III. HP&C	C	1-3	Health	
JSA/JHA	II. WA	B	1-5	VPP	
Lock out /Tag out	III. HP&C	A	1-7	Safety	
Machine Guarding	III. HP&C	A	1-7	Safety	
Near-miss and Hazard Reporting	II. WA	E	1-4	VPP	
Occupational Health Care	III. HP&C	C	1-3	Health	
OSHA Recordkeeping (1 of 2)	I. ML&EI	F	11	VPP	
OSHA Recordkeeping (2 of 2)	III. HP&C	I	1-5	VPP	
Powered Industrial Trucks	III. HP&C	A	1-7	Safety	
PPE	III. HP&C	B	1-4	Safety	
Pre use analysis and MOC	II. WA	C	1-2	VPP	
Pressure Vessels	III. HP&C	A	1-7	Safety	
Preventative maintenance	III. HP&C	D	1-3	Safety	
Process Safety Management (PSM)	III. HP&C	H	1-5	Safety	
Respiratory Protection	II. WA	A	1-9	Health	
S & H Training (1 of 2)	I. M&LEI	C	1-6	VPP	
S & H Training (2 of 2)	IV. S&HT	A	1-11	VPP	
Self-Inspection	II. WA	D	1-7	VPP	
Trend Analysis	II. WA	G	1-5	VPP	



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Section 1: Management Leadership & Employee Involvement		
A. Management Commitment & Leadership		
A1. Does management overall demonstrate at least minimally effective, visible leadership with respect to the safety and health management system (as per FRN, VOL. 74, NO. 6, 01/09/09 page 936, IV. A.5. a-h)? Provide examples. MRØ	Yes	No
<ul style="list-style-type: none"> Does the sites statement of commitment to maintaining compliance with and continuously improving safety and health? Does management support training, networking, reporting of hazards and incidents? Ensuring that all workers (including contract workers) are provided equal, high-quality safety and health protection? 		
A2. How has the site communicated established policies and results-oriented goals and objectives for employee safety to employees?	Yes	No
<ul style="list-style-type: none"> Do they use boards, meetings, training sessions, huddles, tool box talks? How often do they update employees on policies and goals? Was this verified with employees during interviews and walk around? 		
A3. Do employees understand the goals and objectives for the safety and health management system?	Yes	No
<ul style="list-style-type: none"> Verify with interviews that employees understand what the goals are, how they can help achieve them. 		
A4. Are the safety and health management system goals and objectives meaningful and attainable? Provide examples supporting the meaningfulness and attainability (or lack thereof if answer is no) of the goal(s). (Attainability can either be unrealistic/realistic goals or poor/good implementation to achieve them.)	Yes	No
<ul style="list-style-type: none"> What are the goals? Are they specific, important, achievable and measurable? Are the goals realistic? Are they being implemented? 		
A5. How does the site measure its progress towards the safety and health management system goals and objectives? Provide examples.	Yes	No
<ul style="list-style-type: none"> What is used to measure the goals and success? Is this information shared with employees? Are there postings in the facility about the goals and status? 		

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B. Written Safety & Health Management System		
B1. Are all the elements (such as Management Leadership and Employee Involvement, Worksite Analysis, Hazard Prevention and Control, and Safety and Health Training) and sub-elements of a basic safety and health management system part of a signed, written document? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Who is this signed by? Is it posted for all? When was it updated? Does it cover the key elements? 		
B2. Have all VPP elements and sub-elements been in place at least 1 year? If not, please identify those elements that have not been in place for at least 1 year.	Yes	No
<ul style="list-style-type: none"> Have documents been reviewed that verify programs are at least 1 year? Review updates to programs, training records, etc. 		
B3. Is the written safety and health management system at least minimally effective to address the scope and complexity of worksite hazards? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Does the program meet the minimum requirements to be VPP? Are employees involved, hazards and incidents reported, tracked, investigated, facility inspected, etc. 		
B4. Have any VPP documentation requirements been waived (as per FRN, VOL. 74, NO. 6, 01/09/09 page 936, IV, A.4.)? If so, please explain.	Yes	No

C. Authority and Line Accountability		
C1. Does top management accept ultimate responsibility for safety and health? (Top management acknowledges ultimate responsibility even if some safety and health functions are delegated to others.) If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Can you confirm top management accepts responsibility? Are top management held accountable? How? 		
C2. How is the assignment of authority and responsibility documented and communicated (for example, organization charts, job descriptions, etc.)?	Yes	No
<ul style="list-style-type: none"> Is authority and responsibility for safety listed in organization charts? View job descriptions and committee role descriptions to verify authority and responsibility 		

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C3. Do the individual’s assigned responsibility for safety and health have the authority to ensure that hazards are corrected or necessary changes to the safety and health management system are made? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> • Verify during employee interviews 		
C4. How are managers, supervisors, and employees held accountable for meeting their responsibilities for workplace safety and health? (Are annual performance evaluations for managers and supervisors require?)	Yes	No
<ul style="list-style-type: none"> • Review performance evaluations, is safety on it? • How is safety included in evaluations? Does it include rewards for not reporting? • Is Key Performance Indicators part of the evaluations? 		
C5. Are adequate resources (equipment, budget, or experts) dedicated to ensuring workplace safety and health? Provide examples. MRØ	Yes	No
<ul style="list-style-type: none"> • Is safety built into the budget process? 		
C6. Is access to experts (for example, Certified Industrial Hygienists, Certified Safety Professionals, Occupational Nurses, or Engineers), reasonably available, based upon the nature, conditions, complexity, and hazards of the site? If so, under what arrangements and how often are they used?	Yes	No
<ul style="list-style-type: none"> • What experts have been used in the past? • Is there a schedule for their services? What is the schedule and what does it include? 		

D. Planning		
D1. How does the site integrate planning for safety and health with its overall management planning process (for example, budget development, resource allocation, or training)?	Yes	No
<ul style="list-style-type: none"> • Is safety in the budget? (Is travel, training, conference, PPE, etc. included) • How as unusual/emergency safety and health expenditures handled? 		
D2. Is safety and health effectively integrated into the site's overall management planning process? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Can you confirm safety & health is effectively integrated into the site’s overall management planning process? Verify with interviews 		
D3. For site-based construction sites, is safety included in the planning phase of each project? MRØ	Yes	No
<ul style="list-style-type: none"> • Review MOC’s for safety section 		

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E. Safety and Health Management System Evaluation		
E1. Briefly describe the system in place for conducting an annual evaluation.	Yes	No
<ul style="list-style-type: none"> Who does the annual evaluation? Does the committee work on it or 1 person? Does management review it? 		
E2. Does the annual evaluation cover the aspects of the safety and health management system, including the elements described in the Federal Register? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Is each question answered and target dates / changes noted? 		
E3. Does the annual evaluation include written recommendations in a narrative format? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Are recommendations included or is everything “Meets” or “No Changes”? Are the recommendations realistic and obtainable? Are the recommendations communicated to employees? 		
E4. Is the annual evaluation an effective tool for assessing the success of the site's safety and health management system? Please explain.	Yes	No
<ul style="list-style-type: none"> Have any of the recommendations been implemented? If not, why not? Are the recommendations tracked and communicated to all employees? Did all employees have input on the annual report? 		
E5. What evidence demonstrates that the site responded adequately to the recommendations made in the annual evaluation?	Yes	No
<ul style="list-style-type: none"> Review what recommendations were made and what steps are taken to meet them. 		
E6. Is the annual evaluation conducted by competent site, corporate or other trained personnel experienced in performing evaluations?	Yes	No
<ul style="list-style-type: none"> Who completes the report? Are they competent? 		

F. Employee Involvement		
F1. How were employees selected to be interviewed by the VPP team?	Yes	No
<ul style="list-style-type: none"> Did each member of the team select employees from all shifts? 		
F2. How many employees were interviewed formally? How many were interviewed informally?	Yes	No
<ul style="list-style-type: none"> 		

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F3. Do employees support the site's participation in the VPP? MRØ	Yes	No
<ul style="list-style-type: none"> • Are employees committed to VPP? During interviews are employees positive about VPP and feel the company meets the requirements? • Are they involved in the VPP process? 		
F4. Do employees feel free to participate in the safety and health management system without fear of discrimination or reprisal? If so, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> • During interviews, do employees feel that they can be on committees if they want to? • Do they feel free to report hazards / incidents / near misses? • Do employees feel that they will get in trouble if they report something? 		
F5. Are employees meaningfully involved in the problem identification and resolution, or evaluation of the safety and health management system (beyond hazard reporting). (As per FRN page 936 IV, A.6.) For site-based construction sites, does the company encourage strong labor-management communication in the form of supervisor and employee participation in toolbox safety meetings and training, safety audits, incident investigations, etc.?	Yes	No
<ul style="list-style-type: none"> • How are employees involved? Do they conduct inspections, perform investigations? • Ask employees how they are involved. 		
F6. Are employees knowledgeable about the site's safety and health management system? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Do employees know what the safety policies are and how to obtain them? • Do they know who to talk to if they have a safety question? 		
F7. Are employees knowledgeable about the VPP? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Do they know what VPP is? • Do they know what it takes to be a STAR worksite? 		
F8. Are the employees knowledgeable about OSHA rights and responsibilities? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Do they know what their rights are under OSHA? • Do they know where the OSHA poster is? 		
F9. How were employees informed of the safety and health management system, VPP and OSHA rights and responsibilities? Please explain.	Yes	No
<ul style="list-style-type: none"> • During interviews, ask if they were informed during orientation, handouts, training, tool box talks. 		

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F10. Did management verify employee's comprehension of the site's safety and health management system, VPP and OSHA rights and responsibilities?	Yes	No
<ul style="list-style-type: none"> How is it verified? Test, interviews, discussions, observations? 		
F11. Do employees have access to results of self-inspection, accident investigation, appropriate medical records, and personal sampling data upon request? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Verify with employees they have received access to the documents How is the loop closed for hazards discovered, suggestions given, incident results 		

G. Contract Employees		
G1. Does the site utilize contractors? Please explain.	Yes	No
<ul style="list-style-type: none"> Include cafeteria workers, sanitation workers, etc. 		
G1a. Were there contractors/sub-contractors onsite at the time of the evaluation?	Yes	No
G2. When selecting onsite contractors/sub-contractors, how does the site evaluate the contractor's safety and health management system and performance (including rates)?	Yes	No
<ul style="list-style-type: none"> Are rates included in the pre-hire evaluations? Is this stated in the policy? Was any contractors interviewed? 		
G3. Are contractors and subcontractors required to maintain an effective safety and health management system and to comply with all applicable OSHA and company safety and health rules and regulations? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Interview contractors and verify they are required to have a safety and health program 		
G4. Does the site's contractor program cover the prompt correction and control of hazards in the event that the contractor/sub-contractor fails to correct or control such hazards? Provide examples. MRØ	Yes	No
<ul style="list-style-type: none"> Interview employees and contractors about contractor safety. What happens if they have a hazard? Are hazards corrected? What happens if they are not corrected? 		
G5. How does the site document and communicate oversight, coordination, and enforcement of safety and health expectations to contractors?	Yes	No
<ul style="list-style-type: none"> Does the policy state who oversees the contractors and enforcement of the policy? Are they held to the same standards as employees? 		



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G6. Have the contract provisions specifying penalties for safety and health issues been enforced, when appropriate? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Review what they policy is for contractors not following the sites policy? Have they had to enforce it? What happened? 		
G7. How does the site monitor the quality of the safety and health protection of its contract employees?	Yes	No
<ul style="list-style-type: none"> Who oversees the process and communicates issues with the contractors? Verify during interviews with contractors and employees. 		
G8. Do contract provisions for contractors require the periodic review and analysis of injury and illness data? Provide examples	Yes	No
<ul style="list-style-type: none"> How often is a review of contractors give? (Annually, six months, each new job, etc.) 		
G9. If the contractors' injury and illness rates are above the average for their industries, describe the site's procedures that ensure that all employees are provided effective protection on the worksite? If yes, please explain.	Yes	No
<ul style="list-style-type: none"> Has this happened and what is the outcome? 		
G10. Based on your answers to the above items, is the contract oversight minimally effective for the nature of the site? (Inadequate oversight is indicated by significant hazards created by the contractor, employees exposed to hazards, or a lack of host audits.) If not, please explain. MRØ	Yes	No

Section II: Worksite Analysis		
A. Baseline Hazard Analysis		
A1. Has the site been at least minimally effective at identifying and documenting the common safety and health hazards associated with the site (such as those found in OSHA regulations, building standards, etc., and for which existing controls are well known)? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Review MOC forms to see if hazards been identified and abated 		

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A2. What methods are used in the baseline hazard analysis to identify health hazards? (Please include examples of instances when initial screening and full-shift sampling were used. See FRN page 937, B.2.b)	Yes	No
<ul style="list-style-type: none"> • What types of sampling and analysis have been completed? • Who completed it? • What were the results and have sampling strategy been implemented based on the results? • Does it cover all areas of the facility? 		
A3. Does the company rely on historical data to evaluate health hazards on the worksite? If so, did the company identify any operations that differed significantly from past experience and conduct additional analysis such as sampling or monitoring to ensure employee protection? If so, please describe.	Yes	No
<ul style="list-style-type: none"> • Is trending used to address health hazards? • Is new sampling or monitoring completed when operations are modified? • What data do they use? 		
A4. Does the site have a documented sampling strategy used to identify health hazards and assess employees' exposure (including duration, route, and frequency of exposure), and the number of exposed employees? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> • What is included in the strategy? • Review the duration, route, and frequency. Is it adequate? 		
A5. Do sampling, testing, and analysis follow nationally recognized procedures? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • What procedures are followed? 		
A6. Does the site compare sampling results to the minimum exposure limits or are more restrictive exposure limits (PELs, TLVs, etc.) used? Please explain.	Yes	No
<ul style="list-style-type: none"> • What does the site compare exposures limits to? 		
A7. Does the baseline hazard analysis adequately identify hazards (including health) that need further analysis? If not, please explain. For site-based construction sites, does the hazard analysis include studies to identify potential employee hazards, phase analyses, task analyses, etc.?	Yes	No
<ul style="list-style-type: none"> • Were hazards identified on the baseline addressed? How? 		

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A8. Does industrial hygiene sampling data, such as initial screening or full shift sampling data, indicate that records are being kept in logical order and include all sampling information (for example, sampling time, date, employee, job title, concentrated measures, and calculations)? If not, please explain the deficiencies and how they are being addressed.	Yes	No
<ul style="list-style-type: none"> • Are all areas of the site covered? • Are results organized and easy to follow? • Are records complete? All data is filled in? • Are results needing additional information / testing addressed? 		
A9. For site-based construction sites, are hazard analysis conducted to address safety and health for each phase of work?	Yes	No
<ul style="list-style-type: none"> • Have you reviewed the hazard analysis for each phase? 		

B. Hazard Analysis of Routine Activities		
B1. Is there at least a minimally effective hazard analysis system in place for routine operations and activities? MRØ	Yes	No
<ul style="list-style-type: none"> • Have the hazards that are discovered been addressed? 		
B2. Does hazard identification and analysis address both safety and health hazards, if appropriate? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Has sampling been included if needed? • Has PPE been address and is adequate? 		
B3. What hazard analysis technique(s) are employed for routine operations and activities (e.g., job hazard analysis, HAZ-OPS, fault trees)? Please explain.	Yes	No
<ul style="list-style-type: none"> • Does the site use JHA's, JTA's, etc.? Are they complete? 		
B4. Are the results of the hazard analysis of routine activities adequately documented? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • What were the results and how are they documented and addressed? 		
B5. For site-based construction sites, are hazard analyses conducted to address safety and health hazards for specialty trade contractors during each phase of work?	Yes	No

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C. Hazard Analysis of Significant Changes		
C1. When purchasing new materials or equipment, or implementing new processes, what types of analyses are performed to determine impact on safety and health, and are these analyses adequate?	Yes	No
<ul style="list-style-type: none"> Is there a Management of Change (MOC) form used? Is it completed and address safety and health? 		
C2. When implementing/introducing non-routine tasks, materials or equipment, or modifying processes, what types of analyses are performed to determine impact on safety and health, and are these analyses adequate?	Yes	No
<ul style="list-style-type: none"> Is a PPE analyses completed? Sampling for noise, air? Are emergency evacuation routes and emergency equipment taken into account? 		
D. Routine Inspections		
D1. Does the site have a minimally effective system for performing safety and health inspections (i.e., a minimally effective system identifies hazards associated with normal operations)? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Are inspections conducted? How often? Who performs them? What training did they receive? How are inspections documented? Is there a checklist being used? What is covered on the inspections? (racks, storage, guards, etc.) Are the findings documented? 		
D2. Are routine safety and health inspections conducted monthly, with the entire site covered at least quarterly (construction sites: entire site weekly)? MRØ	Yes	No
<ul style="list-style-type: none"> Are offices, labs, storage areas, roofs, buildings and grounds, etc. covered? 		
D3. For site-based construction sites, are employees required to conduct inspections as often as necessary, but not less than weekly, of their workplace/area and of equipment? MRØ	Yes	No
D4. Does the site incorporate hazards identified through baseline hazard analysis, accident investigations, annual evaluations, etc., into routine inspections to prevent reoccurrence?	Yes	No

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D5. Are employees conducting inspections adequately trained in hazard identification? If not, please explain.	Yes	No
<ul style="list-style-type: none"> How were they trained? Hands on, class room? Is it adequate? 		
D6. Is the routine inspection system written, including documentation of results indicating what needs to be corrected, by whom, and by when? If not, please explain.	Yes	No
<ul style="list-style-type: none"> What hazards were discovered? 		

E. Hazard Reporting		
E1. Is there a minimally effective means for employees to report hazards and have them addressed? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> How do employees report hazards? Is there a form, suggestion box, word of mouth? Are hazards that are reported followed up on by management with employees? How is this communicated? Boards, postings, meetings? 		
E2. Does the hazard reporting system have an anonymous component?	Yes	No
<ul style="list-style-type: none"> Can you track notifications to abatement? Is there a form? 		
E3. Does the site have a reliable system for employees to notify appropriate management personnel in writing about safety and health concerns? Please describe.	Yes	No
E4. Do the employees agree that they have an effective system for reporting safety and health concerns? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Verify this during interviews 		

F. Accident/Incident Investigations		
F1. Is there a minimally effective system for conducting accident/incident investigations, including near-misses? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Who conducts investigations? What is investigated? Are the results shared? 		

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F2. Is the accident/incident investigation policy and procedures documented and understood by all? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • What type of techniques is used to investigate? Root cause? 		
F3. Is there a reporting system for near-misses that include tracking, etc.? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Are near misses reported and tracked? Verify by reviewing tracking system. 		
F4. Are those conducting the investigations trained in accident/incident investigation techniques? Please explain what techniques are used, e.g., Fault-Tree, Root Cause, etc.	Yes	No
<ul style="list-style-type: none"> • How were they trained? Is it adequate? Review reports for incident causes. 		
F5. Describe how investigators discover and document all the contributing factors that led to an accident/incident or a near-miss.	Yes	No
<ul style="list-style-type: none"> • Is there a form used? How are results documented and addressed? 		
F6. Were any uncontrolled hazards discovered during the investigation previously addressed in any prior hazard analyses (e.g., baseline, self-inspection)? If yes, please explain.	Yes	No

G. Trend Analysis		
G1. Does the site have a minimally effective means for identifying and assessing trends? MRØ	Yes	No
<ul style="list-style-type: none"> • What is used to perform trending? Spreadsheet, database? • Have any trending been identified? 		
G2. Have there been any injury and/or illness trends over the last three years? If so, please explain.	Yes	No
<ul style="list-style-type: none"> • What trends have been discovered? 		
G3. Did the team identify trends that should have been identified by the site? If so, please describe.	Yes	No
<ul style="list-style-type: none"> • What trends were identified? 		

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G4. If there have been injury and/or illness trends, what adequate courses of action have been taken? Please explain.	Yes	No
<ul style="list-style-type: none"> How have trends been addressed and communicated to employees? Is this adequate? 		
G5. Does the site assess trends utilizing data from hazard reports and/or accident/incident investigations to determine the potential for injuries and illnesses? If not, please explain.	Yes	No
<ul style="list-style-type: none"> What else is trending? 		

Section III: Hazard Prevention and Control		
A. Hazard Prevention and Control		
A1. Does the site select at least minimally effective controls to prevent exposing employees to hazards? MRØ	Yes	No
<ul style="list-style-type: none"> Are employees exposed to any hazards? 		
A2. When the site selects hazard controls, does it follow the preferred hierarchy (engineering controls, administrative controls, work practice controls [e.g., lockout/tagout, bloodborne pathogens, and confined space programs], and personal protective equipment) to eliminate or control hazards? Please provide examples, such as how exposures to health hazards were controlled.	Yes	No
<ul style="list-style-type: none"> What types of Engineering, Administrative, Work Practice, and PPE controls have been implemented? (Railings, job rotation, JHA, PPE, etc.) Are they adequate? 		
A3. Describe any administrative controls used at the site to limit employee exposure to hazards (for example, job rotation).		
A4. Do the work practice controls and administrative controls adequately address those hazards not covered by engineering controls? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Are there any hazards not addressed? 		
A5. Are the work practice controls (e.g., lockout/tagout, bloodborne pathogens, and confined space programs) recommended by hazard analyses implemented at the site? If not, please explain.	Yes	No



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A6. Are follow-up studies (where appropriate) conducted to ensure that hazard controls were adequate? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Review MOC's and hazard analysis to verify controls are working? 		
A7. Are hazard controls documented and addressed in appropriate procedures, safety and health rules, inspections, training, etc.? Provide examples.	Yes	No
<ul style="list-style-type: none"> Review policy and training material, interview employees. 		

B. Personal Protective Equipment (PPE)		
B1. How does the site select Personal Protective Equipment (PPE)?		
<ul style="list-style-type: none"> What is used as a guidance to select? Are manufactures contacted for suggestions? 		
B2. Did the site describe the PPE used at the site?	Yes	No
<ul style="list-style-type: none"> What types of PPE is used? 		
B3. Where PPE is required, do employees understand that it is required, why it is required, its limitations, how to use it, and how to maintain it? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Verify during interviews. 		
B4. Did the team observe employees using, storing, and maintaining PPE properly? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Were any employees discovered without their PPE? Was PPE stored properly in the facility? Was it clean? 		

C. Occupational Health Care Program		
C1. Describe the occupational health care program (including availability of physician services, first aid, and CPR/AED) and special programs such as audiograms or other medical tests used.		
<ul style="list-style-type: none"> What is the availability of medical services, first aid supplies? Are employees trained in First Aid / CPR? Is there an AED on site? Do employees know where to go for medical treatment? Is there a hearing or respirator program? Who administers it? 		

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C2. How are licensed occupational health professionals used in the site's hazard identification and analysis, early recognition and treatment of illness and injury, and the system for limiting the severity of harm that might result from workplace illness or injury? Is this use appropriate?	Yes	No
<ul style="list-style-type: none"> Are health providers brought in to help with health and safety issues (ergo, preventing injury, flu clinics, wellness information, etc.) 		
C3. Is the occupational health program adequate for the size and location of the site, as well as the nature of hazards found here? If not, please explain.	Yes	No

D. Preventative/Predictive Maintenance		
D1. Does the site have a written preventative/predictive maintenance system? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Does it include all machinery, equipment, vehicles, boilers, etc. 		
D2. Did the hazard identification and analysis (including manufacturers' recommendations) identify hazards that could result if equipment is not maintained properly? If not, please explain.	Yes	No
D3. Does the preventive maintenance system detect hazardous failures before they occur? If not, please explain. Is the preventive maintenance system adequate?	Yes	No

E. Hazard Tracking		
E1. Does a minimally effective hazard tracking system exist that result in hazards being controlled? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Are hazards reported tracked until controlled? 		
E2. Does the hazard tracking system result in hazards being corrected and provide feedback to employees for hazards they have reported? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Is feedback given to employees about hazards discovered? How is this information communicated? 		



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E3. Does the hazard tracking system result in timely correction of hazards with interim protection established when needed? Please describe.	Yes	No
<ul style="list-style-type: none"> Is there a goal of time a hazard can be opened? How is that tracked? Are there any hazards that have been opened for more than 90 days? 		
E4. Does the hazard tracking system address hazards found by employees, hazard analysis of routine and non-routine activities, inspections, and accident or incident investigations? If not, please explain.	Yes	No

F. Disciplinary System		
F1. Are there written employee safety procedures including a disciplinary system? Describe the disciplinary system?	Yes	No
<ul style="list-style-type: none"> Does the system apply to all managers, supervisors and employees? How is it communicated to employees? 		
F2. Has the disciplinary system been clearly communicated and enforced equally for both management and employees, when appropriate? If not, please explain.	Yes	No
<ul style="list-style-type: none"> Verify employees understand the disciplinary system during interviews. 		

G. Emergency Procedures		
G1. Does the site have minimally effective written procedures for emergencies? MRØ	Yes	No
<ul style="list-style-type: none"> Does the plan address evaluating drills for improvement? 		
G2. Did the site explain the frequency and types of emergency drills held (including at least an evacuation drill annually)?	Yes	No
<ul style="list-style-type: none"> What type of drills did the site hold? How many drills are held each year? 		
G3. Is the emergency response plan updated as changes occur in the work areas e.g., evacuation routes or auditory systems?	Yes	No
<ul style="list-style-type: none"> Is this information addressed on the MOC? When was the plan last reviewed and updated? 		



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G4. Did the site describe the system used to verify all employees' participation in at least one evacuation drill each year?	Yes	No
<ul style="list-style-type: none"> How does the site verify each employee was involved in a drill or was briefed about the drill if they did not participate? 		

H. Process Safety Management (PSM)		
H1. Is the site covered by the Process Safety Management standard (29 CFR 1910.119)? If yes, please answer questions A22-A25 below. Additionally, please complete either the onsite evaluation supplement A or B, and the onsite evaluation supplement C. If not, skip to section B. MRØ	N/A	
H2. Which chemicals that trigger the Process Safety Management (PSM) standard are present? MRØ		
<ul style="list-style-type: none"> List the chemicals and amounts 		
H3. Which process(es) were followed from beginning to end and used to verify answers to the questions asked in the PSM application supplement, the PSM Questionnaire, and/or the Dynamic Inspection Priority Lists? MRØ		
H4. Verify that contractor employees who perform maintenance, repair, turnaround, major renovation or specialty work on or adjacent to a covered process have received adequate training and demonstrate appropriate knowledge of hazards associated with PSM, such as non-routine tasks, process hazards, hot work, emergency evacuation procedures, etc.? Please explain. MRØ	Yes	No
H5. Is the PSM program adequate in that it addresses the elements of the PSM standard and the PSM directive? Please explain. MRØ	Yes	No

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I. Recordkeeping		
I1. Are OSHA required recordkeeping forms being maintained properly in terms of accuracy, form completion, etc.? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> Review logs against incident reports 		
I2. Is the recordkeeper knowledgeable of 29 CFR 1904, OSHA's recordkeeping standard? MRØ	Yes	No
<ul style="list-style-type: none"> Do they know what a recordable injury is? 		
I3. What records were reviewed to determine compliance with the recordkeeping standard?		
<ul style="list-style-type: none"> Were first aid logs, near misses, accident reports reviewed? 		
I4. Do the injury and illness rates accurately reflect work performed by contractors/sub-contractors at the site evaluated? Please explain. MRØ	Yes	No
<ul style="list-style-type: none"> View contractor rates 		
I5. Was there any evidence of recordable injuries/illnesses not being reported due to management pressure, production concerns, incentive programs, etc.? If yes, please explain.	Yes	No

Section IV: Safety and Health Training		
A. Safety and Health Training		
A1. What are the safety and health training requirements for managers, supervisors, employees, and contractors? Please explain.		
<ul style="list-style-type: none"> What are the requirements? Are managers required to receive additional training? 		
A2. Is the training delivered by qualified instructors?	Yes	No
<ul style="list-style-type: none"> Who performs the training? Are they qualified? Where did they get their training? If an outside source performs the training, who is it? Review who trains on specific programs? How are employees that do not understand English trained? 		

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A3. Does the training provided to managers, supervisors, and non-supervisory employees (including contract employees) adequately address safety and health hazards? MRØ	Yes	No
<ul style="list-style-type: none"> • Is the training adequate to meet the needs and hazards of the facility? • Are all program areas covered? 		
A4. Does the company/site operate an effective safety and health orientation program for all employees including new hires? Please explain.	Yes	No
<ul style="list-style-type: none"> • Does it include emergencies, VPP, OSHA, LOTO, etc? • How long is it? • Does it include On the Job Training? 		
A5. How are the safety and health training needs for employees determined? Please explain.	Yes	No
<ul style="list-style-type: none"> • Who determines what needs to be trained on and when? 		
A6. Does the site provide minimally effective training to educate supervisors and employees (including contract employees) regarding the known hazards of the site and their controls? If not, please explain. MRØ	Yes	No
<ul style="list-style-type: none"> • Review hazard identification training and verify this information is given to employees and employees understand the hazards at the site. 		
A7. Are managers, supervisors, and non-supervisory employees (including contract employees) taught the safe work procedures to follow in order to protect themselves from hazards during initial job training and subsequent reinforcement training?	Yes	No
<ul style="list-style-type: none"> • Review new employee on the job training. Are employees properly informed of the hazards and safe procedures before performing a task? • Example: Forklift operators trained before operating a lift, machine operators trained before using the machine, LOTO, JSA's reviewed prior to starting work? 		
A8. Who is trained in hazard identification and analysis?	Yes	No
<ul style="list-style-type: none"> • Who at the facility has been trained in identification? 		
A9. Is training in hazard identification and analysis adequate for the conditions and hazards of the site? If not, please explain.	Yes	No
<ul style="list-style-type: none"> • Did it include hands on? Site Specific? • How was the training verified that the employee understood it? 		
A10. Does management have a thorough understanding of the hazards of the site? Provide examples that demonstrate their understanding.	Yes	No
<ul style="list-style-type: none"> • Does management know what the hazards are and how have they addressed them? • If a new hazard is discovered, does management take a proactive approach to eliminate it? 		



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A11. Do managers, supervisors, and non-supervisory employees (including contract employees) and visitors on the site understand what to do in emergency situations? Please explain.	Yes	No
<ul style="list-style-type: none">• Verify thru interviews• Verify employees participate in a drill each year.		

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