
VOSH Challenge Program

Participant OCTPS Form



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OCTPS Form Instructions

This form is to be completed by Challenge participants.

Included in this spreadsheet are:

Tab 1	Cover Page
Tab 2	Instructions
Tab 3	Summary Page
Tab 4	Stage I Status
Tab 5	Stage II Status
Tab 6	Stage III Status
Tab 7	Stage I Desired Outcomes
Tab 8	Stage II Desired Outcomes
Tab 9	Stage III Desired Outcomes
Tab 10	Stage I Example
Tab 11	Checklist

To access these worksheets, please click on the tabs at the bottom of this form.

The cells in the tables on the Summary Page will be entered automatically as other sections of the spreadsheet are completed. **Please do not manually enter any data into the tables in this section or the formulas will be over-written.**

This spreadsheet provides an "at-a-glance" view of the status of the participant in completing the required activities at each Stage and provides a percentage of activities completed for each element.

Tabs 4/5/6 Stages I, II, and III Status Reports

These worksheets will serve as a tracking system for participants to use in assessing their progress in completing the requirements in each of the three stages of the Challenge Pilot program, as well as serve as a mechanism to update the Administrator as to progress being made.

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Participants need only update the spreadsheet for the Challenge Stage they are currently working in (Stage 1 to start, for most). Once all the requirements for a Stage have been met (i.e., the participant has performed all of the activities and prepared all of the required documentation), the participant would then begin entering information into the next spreadsheet. Note that participants are being asked to provide information only on the Activities completed – not the Outcomes

The spreadsheets for each of the Stages follow the same format. The following instructions apply:

Enter the participant name, Administrator name, time period (Q1, Q2, Q3, or Q4), and year at the top of the page. The cells with the same information on other pages in the worksheet will automatically be pre-filled.

The remainder of the spreadsheet requires the participant to identify those activities that have been completed as part of their participation in the Challenge Pilot. The worksheets are divided into five sections:

- Management Leadership and Employee Involvement
- Worksite Analysis
- Hazard Prevention and Control
- Safety and Health Training
- Documentation

As the participant completes an activity listed, it should update its status by using the pull-down menu in the Status column of the spreadsheet. The pull-down menu has three options:

- No Action Taken (the default)
- In Progress
- Completed

Note that the color of the cell will change automatically as the selection is made (i.e., "In Progress" will turn the cell yellow, "Completed" will turn the cell green).

When a participant has completed all of the activities included in the Stage and all of the check boxes are green, then the participant has met all the requirements for that Stage and is ready to move onto the next stage (upon verification and agreement by the Administrator).

Note that the summary sheet is updated as the statuses of activities in each of the spreadsheets are updated. The summary sheet provides information on the percentage of activities completed in each of the elements in each stage. When all of the activities have been completed, then the Status Summary data element will change automatically to indicate that the requirements of the stage have been met.



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Acronyms that the Administrator will use when responding in the Coordinator Narrative:

DPR means Department and/or Person Responsible

DL means Document Location

PAT means Participant Actions Taken

TD means Target Date

CD means Completed Date

TBD means To Be Determined

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OCTPS Summary Status Report

Participant Name	Administrator Name	Report Period	
		Time Period	
		Year	

Stage I

Participant Summary		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
		#	%	#	%	#	%	#	%	#	%
Stage I Outcome Completion Status	Status										
	No Action Taken	19	100%	6	100%	15	100%	33	100%	15	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
Total Outcomes		19	100%	6	100%	15	100%	33	100%	15	100%

Stage I Status Summary **No Action Taken/In Progress**

Administrator Summary

Administrator Summary		#	%	#	%	#	%	#	%	#	%
		Status									
Stage I Outcome Completion Status	No Action Taken	18	100%	6	100%	15	100%	33	100%	15	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	Total Outcomes	18	100%	6	100%	15	100%	33	100%	15	100%

Stage I Status Summary **No Action Taken/In Progress**

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Stage II

Participant Summary		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
		#	%	#	%	#	%	#	%	#	%
Stage II Outcome Completion Status	Status										
	No Action Taken	21	100%	15	100%	16	100%	9	100%	12	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
Total Outcomes		21	100%	15	100%	16	100%	9	100%	12	100%

Stage II Status Summary: No Action Taken/In Progress

Administrator Summary

Stage II Outcome Completion Status	Status	#	%	#	%	#	%	#	%	#	%
	No Action Taken	21	100%	15	100%	16	100%	9	100%	12	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	Total Outcomes	21	100%	15	100%	16	100%	9	100%	12	100%

Stage II Status Summary: No Action Taken/In Progress

Stage III

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Participant Summary

		Mgt. Leadership and Worker Involvement		Worksite Analysis		Hazard Prevention and Control		Safety and Health Training		Documentation	
Status		#	%	#	%	#	%	#	%	#	%
Stage III Outcome Completion Status	No Action Taken	19	100%	13	100%	8	100%	3	100%	5	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	Total Outcomes	19	100%	13	100%	8	100%	3	100%	5	100%

Stage III Status Summary **No Action Taken/In Progress**

Administrator Summary

Status		#	%	#	%	#	%	#	%	#	%
Stage III Outcome Completion Status	No Action Taken	19	100%	13	100%	8	100%	3	100%	5	100%
	In Progress	0	0%	0	0%	0	0%	0	0%	0	0%
	Completed	0	0%	0	0%	0	0%	0	0%	0	0%
	Total Outcomes	19	100%	13	100%	8	100%	3	100%	5	100%

Stage III Status Summary **No Action Taken/In Progress**

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Stage I

Participant Name
[Enter Participant Name]

Coordinator Name
[Enter Coordinator Name]

Report Period	
Time Period	[Enter Time Period]
Year	[Enter Year]

Stage I - 1. Management Leadership and Employee Involvement

1. Management Commitment - Actions Required		Participant Status	Coordinator Status
1. Safety and Health Mission Statement: Develop, issue, and communicate a Safety and Health Mission Statement (i.e., defining where the site wants to be). This Vision statement should address the company's desire to participate in Challenge. This process may include involving permanent employees in the development of these documents.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Safety and Health Policy Statement: Develop, issue, and communicate a Safety and Health Policy Statement (i.e., what the site commits to do).		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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3. Leadership: Company establishes a policy requiring managers to participate and demonstrate leadership in safety and health management system activities. Managers set an example and behaviors that demonstrate a commitment to safety and health, such as attending training, participating in planning meets, wearing PPE, encouraging employees to report hazards, injuries and illnesses, enforcing the "if it's not safe, we're not doing it" principle, and performing other safety and health-related actions that are required of employees.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Adequate Resources and Safety and Health Integration: Develop a safety and health budget for the present and for the future, including a plan for covering typical safety and health expenditures, as well as unusual or emergency expenditures such as requirements for prompt correction of uncontrolled hazards. Commit and ensure utilization of adequate resources to achieve this for Challenge. Take management action to begin integrating safety and health into other aspects of planning, such as planning for new equipment, processes, building materials, etc. Company establishes a policy/requirement that safety and health will be integrated into the overall planning and budgeting processes.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Safety and Health Goals and Objectives: Establish, document, and communicate to employees the annual safety and health goals and objectives that are clear, attainable, measurable, and relevant to bringing about a safe and healthy work environment, as well as the policies and procedures that will help achieve these goals and		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions			



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Coordinator Narrative:			
6. Clear Lines of Communication with Employees and Employee Access: Take action to establish clear lines of communication with all employees and ensure that they have reasonable access to top management with regard to safety and health issues. Address issues of employee language barriers by providing safety and health information in languages spoken and understood by employees.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Clear Responsibilities, Authority, and Accountability for Safety and Health: Clarify the safety and health responsibilities of each company employee and contractor working on the site/project:			
a. Identify who will be responsible for achieving safety and health goals and objectives.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Identify specific persons to be accountable for meeting safety and health goals, including, at a minimum, managers, supervisors, and specific safety and health staff; assign adequate authority, as appropriate to their level of responsibility; and explain their accountability and authority to all employees.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			



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Coordinator Narrative:			
c. Develop a safety and health accountability plan to hold managers, supervisors, and non-supervisory employees accountable for meeting their responsibilities through a documented performance standards and appraisal system.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Employee Involvement - Actions Required	Participant Status	Coordinator Status	
1. Employee Safety and Health Perception Survey: Evaluate the current safety and health practices at the total site and establish a baseline in the following areas for each of the following categories of personnel - managers, supervisors, and non-supervisory employees:	No Action Taken	No Action Taken	
a. Levels of involvement in the safety and health management system.			
b. Values regarding the importance of employee safety and health.			
c. Perceptions of the effectiveness of the total company's safety and health management system.			
d. Perceptions of how well the culture encourages and supports reporting on hazards, accidents and injuries.			
e. Levels of compliance with rules or unwritten safety and health standards.			
f. Perceptions regarding their roles, responsibilities, and accountability in ensuring safety and health on the total site/project.			
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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2. Safety and Health Practices Action Plan: Develop an action plan to address the findings from the survey and begin implementation of the plan.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Employee Notification: Notify company and subcontractor as follows:			
a. Inform managers, supervisors, and non-supervisory employees of their rights under the Occupational Safety and Health (OSH) Act. Take steps to encourage them to freely exercise their rights, especially that of freely reporting hazards in the workplace.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Inform all employees, including new hires, of the company's participation in Challenge.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Meaningful Employee Involvement: Develop a plan, including an implementation schedule, for how to bring about the meaningful involvement of all managers, supervisors, and non-supervisory employees through participation in various safety and health related activities. Specifically, for Challenge:		No Action Taken	No Action Taken

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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
<p>a. Consistent with applicable labor laws, initiate the establishment of a few key teams (i.e., a safety and health planning team) representing different sectors of the site's staff, to bring about meaningful change.</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
<p>b. Begin to involve some employees in safety and health activities such as accident investigations. Note: Ensure that proper training is provided before employees conduct such activities.</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Contract Worker Coverage - Actions Required		Participant Status	Coordinator Status
1. Contractor Oversight and Management System: Develop, document, and begin implementing the following basic elements of an oversight and management system covering contractors:			
<p>a. Equal Safety and Health Protection: Develop and begin implementing a plan for how to provide contractor employees with safety and health protection equal in quality that is provided to company employees.</p>		No Action Taken	No Action Taken



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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Adherence to Safety and Health Rules: Inform all contractors and their employees that they are required to adhere to all of the company's safety and health rules, regardless of their status or the length of time they perform work on the site.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Hazards in Contractor Work Areas: Establish a requirement that contractors provide timely identification, correction, and tracking of uncontrolled hazards in their work areas.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

Stage I - 2. Worksite Analysis		
1. Baseline Safety and Industrial Hygiene Hazard Analysis - Actions Required	Participant Status	Coordinator Status



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1. Conduct a baseline safety and industrial hygiene hazard analysis to establish initial levels of exposure (baselines) for comparison to future levels, so that changes can be recognized. This study should include a review of previous accidents, injuries, and illnesses; complaints of workplace hazards; previous studies; etc.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Ensure that the baseline survey accomplishes the following:		No Action Taken	No Action Taken
a. Identifies and documents common safety hazards in the site and how they are controlled.			
b. Identifies and documents common health hazards in the site and determine if further sampling is needed.			
c. Identifies and documents safety and health hazards that need further study.			
d. Covers the entire work site and indicates who conducted the survey and when it was completed.			
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Repeat the baseline survey only if warranted by significant changes (i.e., changes in processes, equipment, hazard controls, etc.).		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			



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Coordinator Narrative:			
2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Actions Required	Participant Status	Coordinator Status	
No Actions Required			
3. Pre-Use Analysis - Outcomes Achieved - Required Actions	Participant Status	Coordinator Status	
No Actions Required			
4. Industrial Hygiene (IH) Program - Actions Required	Participant Status	Coordinator Status	
1. Complete a baseline study, including a chemical inventory, review of previously reported hazards, trends or illnesses to identify and quantify employee exposures to typical health hazards such as noise, chemicals, dust, etc.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Routine Self-Inspections - Actions Required	Participant Status	Coordinator Status	
No Actions Required			
6. Hazard Reporting System for Employees - Actions Required	Participant Status	Coordinator Status	
No Actions Required			
7. Accident Investigations - Actions Required	Participant Status	Coordinator Status	
1. Investigate Accidents and Maintain Written Reports of the Investigations: Investigations should be conducted by trained personnel and:	No Action Taken	No Action Taken	
a. Document the entire sequence of relevant events.			
b. Identify all contributing factors.			
c. Determine whether the safety and health management system was effective.			
d. Recommend actions to prevent recurrence.			
e. Are prioritized			
f. Assign timeframes and responsibility for implementing recommended controls.			

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g. The site should make the results available to employees on request (although actual investigation records need not be provided).			
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

8. Trend Analysis - Actions Required		Participant Status	Coordinator Status
1. Conduct a trend analysis of previous three complete calendar years' injury and illness history, based on a thorough review of OSHA 300 logs, workers' compensation claim forms, and accident reports.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Begin developing a plan for conducting an analysis of other safety and health-related information (i.e., hazards identified during inspections, employee reports of hazards, accidents, near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage I - 3. Hazard Prevention and Control			

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1. Certified Professional Resources - Actions Required		Participant Status	Coordinator Status
1. Ensure that outside sources are available if needed to conduct baseline hazard analysis, and that they are certified, competent, and qualified to perform baselines pertinent to the work activity involved.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Hazard Elimination and Control Methods - Actions Required		Participant Status	Coordinator Status
1. Company establishes and implements a system that prioritizes hazards identified in this stage based on the potential seriousness of injury, illness, property loss, frequency of exposure, and long-term effects. Establish an action plan for correction.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Identify options and select the most appropriate option or combination of options for hazard elimination and control methods, including engineering controls, administrative controls, work practices, and personal protective equipment (PPE).		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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3. Take steps to ensure that the selected controls are appropriate to the site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by employees; and incorporated into training, positive reinforcement, and correction programs		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Hazard Control Programs - Actions Required		Participant Status	Coordinator Status
1. Conduct an inventory of existing hazard control programs required by OSHA standards (i.e., PPE, Hazard Communication, Respiratory Protection, LockOut/TagOut, Confined Space Entry, Process Safety Management, or Bloodborne Pathogens).		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Review existing programs to identify what is missing or unsatisfactory.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Develop missing programs and modify existing programs, as needed, to meet all OSHA guidelines, including training requirements.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:

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Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

4. Occupational Health Care Program - Actions Required	Participant Status	Coordinator Status
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1. Records Review: Conduct a thorough review of injury/illness records and ensure they are in order.	No Action Taken	No Action Taken
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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

2. Licensed Health Care Professionals: Provide employees access to licensed health care professionals who can provide onsite or offsite services and emergency services. Provide emergency services as required.	No Action Taken	No Action Taken
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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

5. Preventative Maintenance of Equipment - Actions Required	Participant Status	Coordinator Status
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1. Conduct an inventory of equipment that requires preventive maintenance. Verify with manufacture service intervals.	No Action Taken	No Action Taken
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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Tracking of Hazard Correction - Actions Required	Participant Status	Coordinator Status	
1. Develop and begin using a documented system to record hazards identified in this stage through the baseline study, trend analysis, and accident investigations. The system must document priority, assign responsibility for correction, establish timeframes for correction, and follow up to ensure total abatement.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Emergency Preparedness and Response - Actions Required	Participant Status	Coordinator Status	
1. Establish and communicate written procedures for responding during all shifts to all types of emergencies (fire, chemical spill, accident, terrorist threat, natural disaster, active shooter, workplace violence, etc.) in compliance with applicable requirements.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Conduct at least one evacuation drill and assess how well the procedures worked.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Make available and explain to all employees emergency procedures and services, including provisions for physician care and emergency medical care, ambulances, emergency medical technicians, emergency clinics or hospital emergency rooms available for all shifts within a reasonable time and distance.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Conduct at least one training class on first aid and CPR so that there is at least one trained employee for each shift or an alternative that is at least as effective.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage I - 4. Safety and Health Training			
1. Safety and Health Training - Actions Required	Participant Status	Coordinator Status	
1. Provide training to managers, supervisors, non-supervisory employees, and contract workers following the general guidelines below:			
a. Document training attendance.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Provide training at the following intervals:	No Action Taken	No Action Taken	
(1) For OSHA required courses - as often as necessary to meet OSHA standards;	No Action Taken	No Action Taken	
(2) For non-OSHA required courses – at adequate intervals to meet specific needs;	No Action Taken	No Action Taken	
(3) For training on new work processes, new equipment, and new procedures, as needed.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Develop or acquire up-to-date and clearly understandable training for all required participants, with curricula and materials developed to meet specific site needs and modified to reflect changes and/or new workplace procedures, trends, hazards, and controls identified by hazard analysis.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Date Completed:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. Ensure that training is conducted by persons who have specific subject matter knowledge or expertise.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			



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Coordinator Narrative:			
e. Use findings of the various worksite analysis activities (i.e., baseline study, hazard analysis of routine jobs, tasks, and processes, etc.) to develop training that is relevant to the site (i.e., training on safe job procedures, modifying workstations, equipment or materials, incorporating findings in future planning efforts, etc.).	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. At a minimum, provide the following types of training to current or new managers, supervisors, and non-supervisory employees:			
a. Their rights under the OSH Act.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Challenge.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Hazards in the workplace; how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; safe work procedures.	No Action Taken	No Action Taken	



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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
e. Specific responsibilities for each type of emergency.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
f. Emergency evacuation procedures.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. At a minimum, provide the following types of training to managers and supervisors:			

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a. Their specific safety and health responsibilities and how to carry them out effectively.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Methods for changing workplace safety and health attitudes and practices.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Requirements for Challenge Stage I and VPP Requirements		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. At a minimum, provide the following types of training to designated safety and health staff and others assigned safety and health responsibilities, to equip them with the knowledge and skills they need to perform their assigned tasks or to identify appropriate vendors:			
a. How to conduct an assessment of workplace safety and health practices.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			

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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Methods for changing workplace safety and health attitudes and practices and how to develop a plan to address necessary changes.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. How to conduct the required baseline safety and industrial hygiene hazard analysis.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. How to conduct hazard analyses, accident/incident investigations, routine self-inspections, trend analyses, and preventive maintenance inspections.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
e. Hazard elimination and control methods.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
f. How to develop a documented system for routinely scheduled self-inspections.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
g. How to develop a worker hazard-reporting system.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
h. How to develop a plan for a written IH Program.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
i. How to develop emergency procedures.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
j. How to develop a hazard tracking system.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. At a minimum, provide the following types of training to all contractors and contractors' managers, supervisors, and non-supervisory employees:			
a. Their rights under the OSH Act.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Requirements for Challenge Stage I and VPP Requirements.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Hazards in the workplace.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. What is required PPE, why it is required, its limitations, how to use it, and how to maintain it.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
e. Specific responsibilities for each type of emergency.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Date Completed:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
f. Emergency evacuation procedures.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage I - Documentation			
1. Minimum Required Documentation	Participant Status	Coordinator Status	
1. Accurate and up to date records of injury and illness for the previous three calendar years including:			
• OSHA 300 Logs	No Action Taken	No Action Taken	



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Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
• Insurance Claim Forms		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
• Accident Reports		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Vision and Policy Statements.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Budget documents showing allocated resources for Safety and Health.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Safety and Health Goals and Objectives		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Accountability Plan		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Safety and Health Practices Action Plan		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Meaningful plan including implementation to involve employees		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
8. Written contractor policies for this stage		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
9. Baseline hazard analysis results, including IH reports		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
10. Written hazard control programs		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
11. Accident investigation forms and reports		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
12. Trend Analysis results		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

13. Hazard correction action plan and tracking system		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

14. Preventative Maintenance of Equipment		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

15. Written emergency procedures.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
16. Training Records		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Document Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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Stage II

Participant Name
0

Coordinator Name
0

Report Period	
Time Period	
Year	

Stage II - 1. Management Leadership and Employee Involvement

1. Management Commitment - Required Actions		Participant Status	Coordinator Status
1. Safety and Health Mission and Policy Statements. Continue to communicate the site's Safety and Health Mission and Policy Statements for the entire site. Incorporate appropriate information about the Safety and Health Mission Statement and Policy Statement into the site's orientation training for new employees and contractors.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Leadership by Example. Continue setting an example to the entire site through behaviors that demonstrate total commitment to safety and health. Ensure increased participation by top executives and managers in safety and health related activities, including examples of activities established in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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3. Adequate Resources and Safety and Health Integration. Continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs. Improve the integration of safety and health into other planning processes.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Safety and Health Goals and Objectives. Review the site's progress towards achievement of its safety and health goals and objectives, as well as the policies and procedures to meet them; revise and communicate new annual goals and objectives, as appropriate. Remember to use the SMART Goal techniques. Establish a policy/requirement that subcontractors will develop their goals and objectives supportive of the company goals in an equivalent manner.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Clear Lines of Communication with Employees and Employee Access. Continue to take necessary action to clarify lines of communication with company employees and subcontractor employees and ensure access to senior management regarding safety and health issues.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			

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Coordinator Narrative:			
6. Clear Responsibilities, Authority, and Accountability for Safety and Health. Continue clarifying safety and health expectations for each employee and contract employee on the site.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
a. Begin implementing the accountability plan for managers, supervisors, and safety and health staff by incorporating into their performance plans their responsibilities and standards of performance for safety and health and monitoring performance. Provide specific and timely feedback on performance; require corrective action plans if needed; conduct performance appraisals; provide commensurate rewards and recognition for good performance; and implement consequences for poor performance. (Refer to Application item 1.1.A.5)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Continue communicating management expectations regarding everyone's safety and health responsibilities.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			

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Coordinator Narrative:			
c. Continue supporting the authority of designated staff members who are accountable for safety and health goals.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. Communicate who is responsible for achieving safety and health goals and objectives, with no unassigned areas, so that each employee and contract employee can describe his/her responsibility for safety and health.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Disciplinary Plan. Develop and begin implementing a disciplinary plan (policy, procedures, consequences) with an implementation schedule for management and employees. Ensure equitable enforcement of the plan among all non-supervisory employees, as well as across levels (i.e., management staff should not get better treatment than non-supervisory employees).	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

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8. Annual Self-Evaluation of Safety and Health Management Program. No action required.			
2. Employee Involvement - Required Actions		Participant Status	Coordinator Status
1. Worker Safety and Health Perception Survey. Continue reviewing and responding to the findings and conclusions of the baseline employee safety and health perception survey conducted in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Coordinator Narrative:			
2. Safety and Health Perception Survey Action Plan. Continue implementing the site's Safety and Health Perception Survey Action Plan developed in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Worker Notification. Notify new company managers, supervisors, and non-supervisory employees of their rights under the OSH Act, of the company's participation in Challenge, and any other pertinent information. Incorporate this information into the company's orientation for new employees and subcontractors.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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4. Meaningful Employee Involvement. Continue implementing the site's employee involvement plan, developed in Stage I. Specifically, for Challenge Stage II.			
a. Encourage the formation of new and/or greater participation in safety and health teams to meet the site's needs at this Stage of Challenge.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Increase employee participation as part of safety and health teams that conduct accident/near-miss investigations, self-inspections, and job hazard analyses.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken(Supporting Documentation Required):			
Coordinator Narrative:			
3. Contract Employee Coverage - Required Actions		Participant Status	Coordinator Status
1. Contractor Oversight and Management System. Continue improving and fully implement the following basic elements of an oversight and management system covering contractors:			
a. Equal Safety and Health Protection. Improve and continue implementing the contractor program that begun in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			

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Coordinator Narrative:			
b. Adherence to Safety and Health Rules. Improve process for requiring immediately and contractually that contract employees who work on-site whether regular or temporary to adhere to all of the site's safety and health rules, regardless of their status or the length of time they perform work on site.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Contractor Selection and Oversight. Implement a policy and process for addressing safety and health performance, including review of written safety and health plan and injury and illness rates, in selecting contractors and in overseeing their work while they are onsite.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. Hazards in Contractor Work Areas. Improve and formalize the process for the timely identification, correction, and tracking of uncontrolled hazards in the contractors' work areas, as needed.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			

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Coordinator Narrative:			
e. Removal of Contractor for Violations. Develop and implement a penalty policy and process for safety or health violations in contractor work areas including removal.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage II - 2. Worksite Analysis			
1. Baseline Safety and Industrial Hygiene Hazard Analysis - Required Actions	Participant Status	Coordinator Status	
1. No action required (See IH Required Actions below).			
2. Hazard Analysis of Routine Jobs, Tasks, and Processes - Required Actions	Participant Status	Coordinator Status	
1. Identify and document safety and health hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes have had injuries/illnesses associated with them or have: experienced significant incidents or near-misses; are perceived as high-hazard tasks (i.e., that could result in a catastrophic explosion, electrocution, or chemical overexposure; or are required by a regulation or standard). Identify the steps of the task or procedure being analyzed, the hazard controls currently in place, recommendations for needed additional hazard controls, dates conducted, and the responsible parties.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			

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2. Update the hazard analysis as appropriate, such as when the environment, procedures, equipment change, or when errors are found that invalidate the most recent hazard analysis.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Hazard Analysis of Significant Changes - Required Actions		Participant Status	Coordinator Status
No action required.			
4. Pre-Use Analysis - Outcomes Achieved - Required Actions		Participant Status	Coordinator Status
No action required.			
5. Industrial Hygiene (IH) Program - Required Actions		Participant Status	Coordinator Status
1. Develop a Written IH Program. Establish procedures and methods for identifying, analyzing, and controlling health hazards to prevent occupational disease. The written program must address sampling issues including sampling methods, performed by whom, compared to what, required documentation, and how communicated to employees.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Begin implementing the IH Program by doing the following:			
a. Conduct further analysis, such as full shift sampling, if necessary.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:

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Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
<p>b. Establish and implement sampling frequencies – a schedule for sampling identified hazards and conduct additional sampling as needed, based on findings of the baseline hazard analysis, review of chemicals, employee reports of hazards, previous exposures, and reports of illnesses.</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
<p>c. Begin implementing appropriate controls for hazards identified in Stages I and II.</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Routine Self-Inspections - Required Actions		Participant Status	Coordinator Status
<p>1. Company develops a documented system for routinely scheduled self-inspections of the workplace, including a tool or checklist, the inspection schedule, the members of the regular self-inspection teams to be created, recording of findings, responsibility for abatement, and tracking of identified hazards for timely correction.</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			



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Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Start self-inspections, at a minimum, by designated trained safety and health staff.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Cover the entire worksite at least twice a year.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Hazard Reporting System for Employees - Required Actions		Participant Status	Coordinator Status
1. Develop and begin implementing a hazard-reporting system, which may be anonymous, that allows employees to use specific tools to notify management staff in writing (or via alternate methods), without fear of reprisal, about possible hazardous conditions, accidents, and near-misses. Determine and communicate to employees how they will receive feedback on actions taken regarding the hazards they report.		No Action Taken	No Action Taken
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			



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Coordinator Narrative:			
8. Investigation of Accidents and Near-Misses - Required Actions		Participant Status	Coordinator Status
1. Continue investigating accidents, following the guidelines established in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Begin investigating near-misses, following the same guidelines established in Stage I for investigating accidents.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Continue making findings and corrective actions available to employees on request (although actual investigation records need not be provided).		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
9. Trend Analysis - Required Actions		Participant Status	Coordinator Status



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1. Conduct a trend analysis of the other safety and health-related information not yet studied (i.e., hazards identified during inspections, employees reports of hazards, accidents, and near-misses, etc.) for the purpose of establishing or detecting trends, planning, and setting goals.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Conduct another trend analysis of injury and illness history if a year has gone by since the initial trend analysis.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage II - 3. Hazard Prevention and Control			
1. Certified Professional Resources - Required Actions		Participant Status	Coordinator Status
1. Provide access to certified safety and health professionals, licensed health care professionals, and other experts as needed who can provide onsite or offsite services.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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2. Hazard Elimination and Control Methods - Required Actions		Participant Status	Coordinator Status
1. Prioritize hazards identified in this stage based on seriousness and frequency of injury or illness, property loss, frequency of exposure, and long-term effects. Establish an action plan for correction.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Identify options and select the most appropriate option or combination of options for hazard elimination and control methods including engineering controls, protective safety devices, administrative controls, work practices, and PPE.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Date Completed:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Take steps to ensure that the selected controls are: appropriate to the site's hazard(s); understood and followed by all affected parties; equitably enforced through the disciplinary system; written, implemented, and updated as needed; used by employees; and incorporated into training, positive reinforcement, and correction programs.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



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3. Hazard Control Programs - Required Actions		Participant Status	Coordinator Status
1. Continue implementing hazard control programs required by OSHA Standards. Modify and improve, as needed.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Continue training all employees on the required OSHA programs as needed.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Establish necessary hazard control programs in compliance with any new OSHA Standards.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Tracking of Hazard Correction - Required Actions		Participant Status	Coordinator Status



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<p>1. Continue implementing and improving the documented system established in Stage I. To record hazards identified in this Stage, through the means listed in Stage I, and now also through hazard analysis of routine jobs, self-inspections, near-miss investigations, and worker reports of hazards. Record priority, responsibility for correction, timeframes for correction, and follow up to ensure total abatement.</p>	No Action Taken	No Action Taken
Department and/or Person Responsible:	Target Date:	Completed Date:
Department Location:		
Participant Actions Taken (Supporting Documentation Required):		
Coordinator Narrative:		
5. Preventative Maintenance of Equipment - Required Actions	Participant Status	Coordinator Status
<p>1. Review the equipment inventory developed in Stage I.</p>	No Action Taken	No Action Taken
Department and/or Person Responsible:	Target Date:	Completed Date:
Department Location:		
Participant Actions Taken (Supporting Documentation Required):		
Coordinator Narrative:		
<p>2. Establish and begin following a preventive maintenance schedule to monitor and maintain equipment (including hazard controls, such as machine guards and exhaust ventilation) so it can be replaced or repaired on a schedule according to manufacturers' recommendations to prevent potential hazards.</p>	No Action Taken	No Action Taken
Department and/or Person Responsible:	Target Date:	Completed Date:
Department Location:		
Participant Actions Taken (Supporting Documentation Required):		
Coordinator Narrative:		

VOSH Challenge Program

6. Occupational Health Care Program - Required Actions		Participant Status	Coordinator Status
1. Licensed Health Care Professionals. Provide employees access to licensed health care professionals who can provide onsite or offsite services.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Health Services (As Needed). Company arranges for health services, such as pre-placement physicals, audiograms, and lung function tests for employees as needed based on the outcomes of the baseline safety and health analysis.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Emergency Preparedness and Response - Required Actions		Participant Status	Coordinator Status
1. Continue communicating the emergency procedures in compliance with applicable standards.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

2. Improve and continue making available and explaining to all employees emergency procedures and services including provisions for emergency physician and medical care, ambulances, emergency medical technicians, emergency clinics, or hospital emergency rooms available to all shifts within a reasonable time and distance.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Establish an Emergency Response Team. Including persons trained in first aid and CPR available on all shifts (or an alternative that is at least as effective). Increase the number of trained individuals from Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Conduct at least one evacuation drill, assess how well the procedures worked, and improve the emergency procedures, as needed.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage II -- 4. Safety and Health Training			
1. Safety and Health Training - Required Actions		Participant Status	Coordinator Status

VOSH Challenge Program

1. Continue to provide training to managers, supervisors, non-supervisory employees and contract employees following the general guidelines established in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. As needed, continue to provide current or new managers, supervisors, non-supervisory employees, contract employees, and designated safety and health staff all the required training established in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. In addition to required training established in Stage I, at a minimum, provide the following types of training to designated safety and health staff and others with assigned safety and health responsibilities to equip them with the knowledge and skills they need to perform their assigned tasks or to identify appropriate vendors:			
a. How to develop a disciplinary plan.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. How to develop a system and written procedures to annually evaluate the entire site's safety and health management system.		No Action Taken	No Action Taken

VOSH Challenge Program

Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. How to conduct hazard analyses of significant changes.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
d. How to conduct pre-use analyses.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
e. How to conduct IH sampling, if applicable.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
f. How to conduct an annual evaluation of the site's safety and health management system.		No Action Taken	No Action Taken



VOSH Challenge Program

Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. In addition to required training established in Stage I, at a minimum, provide contract employees with training on how to recognize hazardous conditions, signs and symptoms of workplace-related illnesses, protective measures, and safe work procedures.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage II - Documentation			
1. Minimum Required Documentation		Participant Status	Coordinator Status
1. All Documentation. Required in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Minutes, Charters, Mission Statements of safety and health teams.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			



VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Contractor Program Documentation. Updated to include additional policies established in this stage.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Job Hazard Analysis forms and records	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Written IH Program and Sampling results	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Routine Self-Inspection forms and records	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			



VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Employee Hazard Reporting form	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
8. Trend Analysis results	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
9. Documentation showing implementation of hazard controls and their effectiveness (i.e., ventilation studies, PPE purchases, machine guarding purchases, etc.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
10. Written Preventive Maintenance schedule and system.	No Action Taken	No Action Taken	
Department and/or Person Responsible:	Target Date:	Completed Date:	



VOSH Challenge Program

Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
11. Emergency Procedures updated since Stage 1.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
12. Training Matrix and Records.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

Stage III

Participant Name	Coordinator Name	Report Period	
[Enter Participant Name]	[Enter Coordinator Name]	Time Period	[Enter Time Period]
		Year	[Enter Year]

Stage III - 1. Management Leadership and Employee Involvement

1. Management Commitment - Required Actions	Participant Status	Coordinator Status								
<p>1. Safety and Health Mission and Policy Statements. Continue to communicate the site's Safety and Health Mission and Policy Statements for the site and take necessary steps to ensure all employees and contractors understand the statements. Ensure that appropriate information about the site's Safety and Health Mission and Policy Statements routinely becomes a part of general communication and of specific training for new employees and contractors. (Refer to Application item 1.1.A.1.)</p>	No Action Taken	No Action Taken								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Department and/or Person Responsible:</td> <td style="width: 45%;"></td> <td style="width: 20%;">Target Date:</td> <td style="width: 20%;">Completed Date:</td> </tr> <tr> <td>Department Location:</td> <td></td> <td></td> <td></td> </tr> </table>	Department and/or Person Responsible:		Target Date:	Completed Date:	Department Location:					
Department and/or Person Responsible:		Target Date:	Completed Date:							
Department Location:										
Participant Actions Taken (Supporting Documentation Required):										
Coordinator Narrative:										
<p>2. Leadership by Example. Continue setting an example to the entire site through behaviors that demonstrate total commitment to safety and health (see examples in Stage I). Ensure total involvement of all executives, managers, and supervisors in the site's safety and health related activities and programs. (Refer to Application item 1.1.A.3.)</p>	No Action Taken	No Action Taken								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Department and/or Person Responsible:</td> <td style="width: 45%;"></td> <td style="width: 20%;">Target Date:</td> <td style="width: 20%;">Completed Date:</td> </tr> <tr> <td>Department Location:</td> <td></td> <td></td> <td></td> </tr> </table>	Department and/or Person Responsible:		Target Date:	Completed Date:	Department Location:					
Department and/or Person Responsible:		Target Date:	Completed Date:							
Department Location:										
Participant Actions Taken (Supporting Documentation Required):										
Coordinator Narrative:										



VOSH Challenge Program

3. Adequate Resources and Safety and Health Integration. Continue committing and ensuring the utilization of adequate resources to support safety and health activities and programs. Ensure that safety and health is routinely integrated into all planning processes at the site. (Refer to Application item 1.1.A.6.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Safety and Health Goals and Objectives. Review, revise, and continue communicating, as appropriate to this Stage, the previous year's safety and health goals and objectives, as well as the policies and procedures to meet them. Ensure that safety and health goals and objectives are routinely considered in planning for and implementing the site's various activities and programs. (Refer to Application item 1.1.A.1.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Clear Lines of Communication with Employees and Employee Access. Continue to take necessary action to clarify lines of communication with all employees and ensure reasonable access to top management with regard to safety and health issues. Take proactive steps to encourage open dialogue between management and employees. (Refer to Application item 1.1.A.4.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			

VOSH Challenge Program

Coordinator Narrative:			
6. Clear Responsibilities, Authority, and Accountability for Safety and Health. Continue clarifying safety and health expectations for each employee and contract employee in the site. Ensure all employees understand and accept their safety and health roles and responsibilities. Continue supporting the authority of designated staff members who are accountable for achieving safety and health goals and objectives. In addition: (Refer to Application item 1.1.A.5.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
a. Ensure that safety and health performance elements have been incorporated into the written job descriptions and performance plans of all employees, including managers, supervisors and non-supervisory employees, as well as contractors. (Refer to Application item 1.1.A.5.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Incorporate safety and health responsibilities into the job descriptions and performance plans of all non-supervisory employees and ensure that every individual's safety and health performance is monitored and evaluated and that everyone receives feedback on their safety and health performance. (Refer to Application item 1.1.A.5.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			

VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Develop and implement a system of rewards and recognition for exemplary safety and health performance. (Refer to Application item 3.F.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Disciplinary Plan. Improve and continue implementing the disciplinary plan developed in Stage II for non-supervisory employees, ensuring equitable enforcement as required. Enforce the plan to ensure higher levels of compliance to achieve the desired outcomes for Stage III. (Refer to Application item 3.F.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

8. Annual Self-Evaluation of Safety and Health Management System. Develop a system and written procedures to annually evaluate the entire site's safety and health management system. The evaluation may be conducted by site employees with managers, qualified corporate staff, or trained outsiders. The evaluation must identify the strengths and weaknesses of the site's safety and health management system; contain specific recommendations, timelines, and assignment of responsibilities for improvements; and document actions taken to satisfy the recommendations. The site must conduct at least one annual self-evaluation of its safety and health management system in Stage III; and the site must conduct additional self-evaluations each year they remain in Challenge. (Refer to Application item 1.1.D.1.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Employee Involvement - Required Actions		Participant Status	Coordinator Status
1. Follow-Up Employee Safety and Health Perception Survey. Conduct a follow-up assessment of the baseline employee safety and health perception survey to identify improvements.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Safety and Health Perception Survey Action Plan. Continue implementing the site's Safety and Health Perception Survey Action Plan developed in Stage I.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			



VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Employee Notification. Continue notifying new managers, supervisors, non-supervisory employees, and contractors of their rights under the OSH Act and of the site's participation in Challenge. Assure that appropriate information about employees' rights continues to be incorporated into the site's orientation training for new employees and contractors. Take proactive steps to encourage all employees to freely exercise their rights, especially that of freely reporting hazards in the workplace. (Refer to Application item 1.1.B.2.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Meaningful Employee Involvement. Take proactive steps to ensure full implementation of the site's employee involvement plan developed in Stage I and refined in Stage II. Specifically, for Stage III: (Refer to Application item 1.1.B.1.)			
a. Ensure that all the safety and health teams need to achieve the required outcomes for Stage III are established and that there is broad and active employee participation in these teams.	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Ensure that audits, accident/incident investigations, self-inspections, and job hazard analyses are routinely conducted by regular teams that have broad and active employee representation. (Refer to Application item 1.1.B.1.)	No Action Taken	No Action Taken	



VOSH Challenge Program

Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
<p>c. Improve and continue implementing the site's hazard-reporting program for employees. Take proactive steps to encourage more active and open employee participation. (Refer to Application item 1.1.B.1.)</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Contract Employee Coverage - Required Actions		Participant Status	Coordinator Status
<p>1. Contractor Oversight and Management System. Continue improving and fully implementing the contractor oversight and management system. Take proactive steps to ensure that contractors receive safety and health protection equal to that received by employees; that they adhere to the site's safety and health rules and are removed promptly for safety and health violations; that management considers contractors' safety and health performance in selecting contractors and overseeing their work; and that the site identifies, corrects, and tracks uncontrolled hazards in contractors' work areas. (Refer to Application item 1.1.C.1.)</p>		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

2. Safety and Health Management Systems for Contractors. Begin working with contractors to encourage and support them in developing and operating their own effective safety and health management systems. (Refer to Application item 1.1.C.1.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage III - 2. Worksite Analysis			
1. Worksite Analysis - Required Actions		Participant Status	Coordinator Status
1. Baseline Survey. Repeat the baseline survey only if warranted by significant changes (i.e., changes in processes, equipment, hazard controls, etc.). (Refer to Application item 2.A.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Hazard Analyses of Routine Jobs, Tasks, and Processes. Continue conducting hazard analyses, following guidelines specified in Stages II, to identify, analyze, and control hazards at the site. Specifically for this Stage: (Refer to Application item 2.B.)			
a. Identify hazards of routine jobs, tasks, and processes and recommend adequate hazard controls by conducting task-based or system/process hazard analyses when the routine jobs, tasks, and processes; have written procedures; have been recommended by other studies and analyses for more in-depth analysis; or are determined by the Challenge Participant to warrant hazard analysis. Follow the guidelines established in Stage II. (Refer to Application item 2.B.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			



VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Hazard Analysis of Non-Routine Tasks and Significant Changes. Identify and document safety and health hazards of significant changes, including but not limited to non-routine tasks (i.e. performed less than once a year) and new processes, materials, equipment and facilities to identify uncontrolled hazards prior to the activity or use and recommend adequate hazard controls. (Refer to Application item 2.C.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Pre-Use Analysis. a. If the site is considering new equipment, chemicals, facilities, or significantly different operations or procedures, conduct a pre-use analysis to review the potential safety and health impact on the employees at a level of detail that is appropriate considering the perceived risk and the number of people who may be affected. (Refer to Application item 2.C.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Develop and begin implementing a plan for how to integrate this practice into the procurement/design phase to maximize the opportunity for proactive hazard controls. (Refer to Application item 2.C.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:



VOSH Challenge Program

Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Take proactive steps to ensure that pre-use analysis continues to be integrated into the procurement/design phase. (Refer to Application item 2.C.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Industrial Hygiene Program. Continue implementing the IH program to identify, analyze, and control health hazards to prevent occupational disease. (Refer to Application item 2.A.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Routine Self-Inspections.			
a. Company and subcontractors continue implementing the documented system for routinely scheduled self-inspections of the workplace developed in Stage II. (Refer to Application item 2.D.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			



VOSH Challenge Program

Coordinator Narrative:			
b. Continue conducting self-inspections by designated safety and health staff, with the participation of other non-supervisory employees. (Refer to Application item 2.D.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
c. Take proactive steps to ensure that self-inspections are routinely conducted monthly and that the entire work site is covered at least quarterly. (Refer to Application item 2.D.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Hazard-Reporting System. Continue implementing the hazard-reporting system and encourage active reporting. Implement program improvements as needed. Ensure regular feedback to all employees on the status of hazards reported (i.e. through meetings, newsletters, email messages, bulletin board postings, intranet postings, etc.). Take proactive steps to encourage all employees to freely make suggestions and report hazardous conditions without fear of retaliation. (Refer to Application item 2.E.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

8. Investigation of Accidents and Near-Misses. Continue investigating accidents and near-misses, as needed, following the guidelines specified in Stages I and II. (Refer to Application item 2.F.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
9. Trend Analysis. Take proactive steps to establish a system for trend analysis to ensure that the process takes place regularly (at least annually) as scheduled, for all types of safety and health information and is used in setting future goals to address identified trends of accidents, injuries, and illnesses. (Refer to Application item 2.G.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage III -- 3. Hazard Prevention and Control			
1. Hazard Prevention and Control - Required Actions		Participant Status	Coordinator Status
1. Certified Professional Resources. Continue to provide employees and contractors access to certified safety and health professionals and licensed health care professionals who can provide onsite and offsite services. (Refer to Application item 1.1.A.6.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

2. Hazard Elimination and Control Methods. Continue to proactively identify hazards through all means and selecting options or combinations of options to eliminate or control hazards using the most appropriate methods or combination of methods (i.e. engineering controls, protective safety devices, administrative controls, work practices, and PPE). Correct all hazards identified in this and previous stages including long-term abatement projects, before graduating from Stage III. (Refer to Application item 3.A.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Hazard Control Programs. Continue to maintain all hazard control programs required by an OSHA Standard, complying with all guidelines, including an annual review and training if required. Take proactive steps to establish hazard control programs, if any, required by new OSHA Standards, and to modify or update existing programs, as needed. (Refer to Application item 3.A.iii.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Hazard Correction Tracking. Continue to implement and improve the site's documented hazard tracking system. Take proactive steps to improve the tracking system, ensure that it is fully implemented, and communicate with all employees throughout the process on the status of specific hazards identified until they are totally abated. (Refer to Application item 3.E.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			

VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Preventive Maintenance of Equipment. Continue to implement the preventive maintenance on equipment to prevent any hazardous conditions. Take proactive steps to ensure that the site schedule has an established, routinely-observed preventive maintenance schedule and that preventative maintenance is automatically part of future systems. (Refer to Application item 3.E.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
6. Occupational Health Care Program. Take proactive steps to provide an excellent occupational health care program, including:			
a. Provisions for access to or availability of certified health care professionals, needed health services, and emergency physician and medical care; improve the program based on all available safety and health information. (Refer to Application item 3.C.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
b. Expand use of licensed health care providers to include site visits to help identify causes and symptoms of occupational injuries and illnesses. Ensure care provided is within the schedule of licensure and standard operating procedures. (Refer to Application item 3.C.)	No Action Taken	No Action Taken	
Department and/or Person Responsible:		Target Date:	Completed Date:



VOSH Challenge Program

Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
7. Emergency Preparedness and Response. Continue to improve, communicate, and implement the site's written procedures for responding during all shifts to all types of emergencies. Review the results of previous drills and conduct and evaluate, at a minimum, an annual drill. Ensure that there is at least one fully operational emergency response team on every shift. Provide AEDs as appropriate and training on their use. Take proactive steps to ensure full implementation and automatic tracking of the site's emergency preparedness and response program and procedures. Establish a HAZMAT Team if necessary and consult with local fire department to ensure adequate coverage for fire, explosion, or chemical release. (Refer to Application item 3.G.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage III - 4. Safety and Health Training			
1. Safety and Health Training - Required Actions		Participant Status	Coordinator Status
1. Continue to provide training to all employees, including contractors, following the general guidelines specified in Stage I. (Refer to Application item 4.A.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

2. Take proactive steps to improve and continue providing training on specific topics, as needed. (Refer to Application item 4.B.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Provide training for contractors on how to recognize hazardous conditions along with the signs and symptoms of workplace-related illnesses and injuries. (Refer to Application item 4.F.)		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
Stage III - Documentation			
1. Documentation		Participant Status	Coordinator Status
1. All documentation from Stages I and II completed and updated.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
2. Annual self-evaluation of the site's safety and health management system.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			

VOSH Challenge Program

Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
3. Follow up Safety and Health Perception Survey and results.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
4. Hazard analysis form showing analysis of non-routine tasks or significant changes.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			
5. Pre-use analysis forms and results.		No Action Taken	No Action Taken
Department and/or Person Responsible:		Target Date:	Completed Date:
Department Location:			
Participant Actions Taken (Supporting Documentation Required):			
Coordinator Narrative:			



VOSH Challenge Program

Stage I Desired Outcomes

Element 1 - Management Leadership and Employee Involvement

1) Management Commitment

[Return to Element](#)

Top Management:

- 1 In conjunction with the employees, have developed, issued, and communicated an acceptable Safety and Health Mission Statement.
- 2 Have developed, issued and communicated an acceptable Safety and Health Policy Statement.
- 3 Demonstrates visible Safety and Health leadership

Management:

- 4 Has committed adequate resources and has begun integrating Safety and Health goals and objectives that are clear, attainable, measurable, and significant.
 - 5 Has developed and communicated annual safety and health goals and objectives that are clear, attainable, measurable, and significant.
 - 6 Has clarified lines of communication and encourages all workers to contact top management of safety and health issues.
- 7a Has clearly identified every employee's and contract worker's responsibility for safety and health.

The site has an acceptable safety and health accountability plan that includes:

- 7b Safety and health responsibilities and accountability are included in the job descriptions and performance plans of, at a minimum, managers, mid-level supervisors, and designated safety and health staff.
- 7c Authority provided to persons responsible for achieving safety and health goals.

2) Employee Involvement

[Return to Element](#)

- 1 Has conducted a baseline employee safety and health perception survey.
- 2 Has reviewed the results of the employee safety and health perception survey and has begun to make changes in response to the findings.
- 3 Has informed all workers of their rights under the OSH Act, of the site's participation in Challenge, and of the fundamental principles of VPP.
- 4 Has established a few key teams that represent different sectors of the site's staff. Teams have established goals and missions that will effectively contribute to safety and health, such as addressing a particular trend, spreading the word about Challenge, acting as one avenue to accept employee reports of hazards.

3) Contract Worker Coverage

[Return to Element](#)

- 1 Has developed a plan for providing contractors high-quality safety and health protection equal to that received by employees.
- 2 Has required all contractors and contract workers to adhere to the site's safety and health rules.
- 3 Has a system of contractor oversight to ensure that contractors have systems and processes for ensuring the timely identification, correction, and tracking of uncontrolled hazards in contractors' work areas.

Element 2 - Worksite Analysis

1) Baseline Safety and Industrial Hygiene Hazard Analysis

VOSH Challenge Program

[Return to Element](#)

- 1 Has conducted an acceptable Baseline Safety and Industrial Hygiene Hazard Analysis.
- 2 Has conducted a repeat baseline study if justified by significant change (e.g., changes in processes, equipment, hazard controls, etc.).

2) Hazard Analysis of Routine Jobs, Tasks and Processes & 3. Pre-Use Analysis

[Return to Element](#)

No Action Required

3) Industrial Hygiene (IH) Program

[Return to Element](#)

- 1 Has conducted a baseline study based on this IH Program Plan, including a noise, possible chemical exposures, and chemical inventory.

4) Routine Self-Inspections

[Return to Element](#)

No Action Required

5) Hazard Reporting System for Employees

[Return to Element](#)

No Action Required

6) Investigation of Accidents and Near-Misses

[Return to Element](#)

- 1 Had developed a documented system and procedures for investigation of accidents.
- 2 If applicable, site has conducted acceptable investigations of accidents.

7) Trend Analysis

[Return to Element](#)

- 1 Has conducted a trend analysis of injury and illness history at the site for previous three complete calendar years
- 2 Has, at a minimum, begun developing a plan for conducting additional trend analyses of other safety and health related information.

Element 3 - Hazard Prevention and Control

1) Certified Professional Resources

[Return to Element](#)

- 1 No action is required, unless outside resources are being utilized to conduct the baseline hazard analysis.

2) Hazard Elimination and Control Methods

[Return to Element](#)

- 1 Has begun identifying and selecting the most appropriate hazard elimination and control methods for the most serious known hazards at the site that were identified in this stage through the baseline hazard analysis, accident investigations, and/or trend analysis.
- 2 Hazard controls follow the hierarchy of controls. (Engineering, administrative, work practice, PPE).
- 3 Top priority hazards are controlled before progressing to Stage II. (For hazards requiring long-term abatement projects, such as new ventilation systems, interim protection is acceptable).

VOSH Challenge Program

3) Hazard Control Programs

[Return to Element](#)

- 1 Has met all minimum requirements regarding the establishment of hazard control programs required by OSHA standards.

4) Occupational Health Care Program

[Return to Element](#)

- 1 Has conducted thorough review of OSHA 200/300 logs, insurance claims, and accident investigations and ensures that all records are in order.
- 2 Employees have access to health services, as needed, based on results of the baseline safety and health analysis including physician and emergency medical care. (See also Emergency Preparedness and Response).

5) Preventive Maintenance of Equipment

[Return to Element](#)

- 1 Has an inventory of equipment that requires preventive maintenance and verified recommended intervals.

6) Tracking of Hazard Correction

[Return to Element](#)

- 1 Has developed and established a hazard tracking system.

7) Emergency Preparedness and Response

[Return to Element](#)

- 1 Has provided emergency physician and medical care.
- 2 Has established and communicated written emergency procedures.
- 3 Has trained employees and provided first aid and CPR for each shift, or an equally effective alternative.

Element 4 - Safety and Health Training

1) Safety and Health Training

[Return to Element](#)

- 1 Training provided complies with specified guidelines.

2) Managers, supervisors, non-supervisory employees, and contractors are:

- 2a Aware of their rights under the OSH Act, what Challenge is all about, and fundamental VPP Principles.
 - 2b Familiar with the hazards onsite; how to recognize hazardous conditions; signs and symptoms of workplace-related illnesses; protective measures; safe work procedures; and the function, use, and maintenance of specific PPE they are required to wear.
 - 2c Familiar with emergency evacuation procedures and their specific responsibilities for each type of emergency.
- 3 Managers and supervisors have specific knowledge of their safety and health roles and responsibilities and how they can carry these out, including knowledge of change strategies they can use to help improve the safety and health culture at the total site.
 - 4 Designated staff who have assigned safety and health responsibilities have the knowledge and skills they need to perform the tasks assigned to them.

VOSH Challenge Program

Stage II Desired Outcomes

Element 1 - Management Leadership and Employee Involvement

1) Management Commitment

[Return to Element](#)

- 1 All employees and contract workers are aware of management's and employee's safety and health vision for the site.
- 2 In addition to top management, managers and supervisors are also demonstrating visible safety and health leadership.
Management has committed adequate resources to meet the safety and health outcomes required for Stage II. Management continues to improve and strengthen the integration of safety and health into existing planning.
- 3 Management, in conjunction with the employees, continues to develop and communicate annual safety and health goals and objectives that are clear, attainable, measurable, and significant.
- 4 Employees are communicating with management more openly on safety and health issues.
- 5 Managers, supervisors, and non-supervisory employees can clearly describe their responsibilities and accountability for safety and health at the site.
Employees identified as being accountable for meeting safety and health goals believe they have adequate authority and support to do their job. Other workers recognize these persons' authority and are beginning to support them.
- 6a Managers, supervisors, and specific safety and health staff are monitored and evaluated on their safety and health performance; receive feedback; prepare corrective action plans as needed; receive rewards and recognition for good performance ; and bear consequences for poor performance.
- 6b Safety and health responsibilities and accountability are included in the job descriptions and performance plans of managers, mid-level supervisors, and designated safety and health staff.
- 6c Site has an acceptable disciplinary plan for non-supervisory employees and contract workers, which identifies the consequences for meeting or failing to meet safety and health expectations.
- 7 Site has an acceptable plan for conducting an annual evaluation of the total site's safety and health management system.
- 8

2) Employee Involvement

[Return to Element](#)

- 1 The site can demonstrate significant improvement in its safety and health practices in terms of employee involvement, attitudes (survey results), and hazard-reporting; their compliance with rules and standards; and their acceptance of safety and health roles and responsibilities.
- 2 Increased activity on and/or additional safety and health teams are formed with greater employee participation.
- 3 Site has incorporated into its orientation training for new employees all the information that is required to be shared with employees (e.g., rights under the Occupational Safety and Health Act, the site's participation in Challenge, and the fundamental principles of VPP).
More employees are actively participating in safety and health activities at the site, together with
- 4 designated safety and health staff in performing hazard analyses, accident and near miss investigations, and self-inspections.

3) Contract Worker Coverage

[Return to Element](#)

- 1 Site routinely uses safety and health factors, such as injury and illness rates, in selecting and overseeing contractors.
- 2 Site can demonstrate a significant improvement in its system for the timely identification, correction, and tracking of uncontrolled hazards in contractors work areas.
- 3 Site has an established process to monitor contractor compliance and to remove contractors for safety or health violations.
- 4 Site can demonstrate a significant rise in the quality of safety and health protection given to contract workers.

VOSH Challenge Program

- 5 Site can demonstrate a significant rise in the level of compliance by contract workers with the site's safety and health rules

Element 2 - Worksite Analysis

1) Baseline Safety and Industrial Hygiene Hazard Analysis

[Return to Element](#)

No Action Required

2) Hazard Analysis of Routine Jobs, Tasks and Processes

[Return to Element](#)

- 1 Site has conducted acceptable hazard analyses of routine jobs, tasks, and processes.

3) Hazard Analysis of Significant Changes

[Return to Element](#)

No Action Required

4) Pre-Use Analysis

[Return to Element](#)

No Action Required

5) Industrial Hygiene (IH) Program

[Return to Element](#)

- 1 Site has developed a written IH program.
- 2 Site has begun implementing controls for hazards identified in the initial baseline study.
- 3 Site has established and implemented sampling frequencies.
- 4 Site has conducted the necessary IH surveys.

6) Routine Self-Inspections

[Return to Element](#)

- 1 Site has developed a documented routine self-inspection system.
- 2 Acceptable routine self-inspections have been conducted, at a minimum, by designated safety and health staff.
- 3 The entire worksite, including contractor work areas, has been inspected at least twice a year.

7) Hazard Reporting System for Employees

[Return to Element](#)

- 1 Site has developed and begun implementing a documented hazard reporting system that includes a feedback to employees on actions taken.

8) Investigation of Accidents and Near-Misses

[Return to Element](#)

- 1 Site has expanded system and process developed in Stage I for accident investigation to include near-misses.
- 2 Site has conducted acceptable investigations of accidents and near-misses.

9) Trend Analysis

[Return to Element](#)

- 1 Site has conducted another acceptable trend analysis of injury and illness history at the site if a year has gone by since the initial analysis.
- 2 Site has conducted an acceptable trend analysis of the other safety and health information in addition to injury and illness history (i.e., near-misses reported, reported hazards, company wide incidents, etc.).

Element 3 - Hazard Prevention and Control

VOSH Challenge Program

1) Certified Professional Resources

[Return to Element](#)

- 1 Site has identified certified safety and health professionals and other licensed health care professionals whom employees and contract workers can access for onsite or offsite safety and health services.

2) Hazard Elimination and Control Methods

[Return to Element](#)

- 1 Site has begun identifying and selecting the most appropriate hazard elimination and control methods for hazards identified in this Stage through all previous methods, and now also through hazard analysis of routine jobs, self-inspections, near-miss investigations, and employee reports of hazards.
- 2 Hazard controls follow the hierarchy of controls. (elimination/substitution, engineering, administrative, work practice, PPE).
- 3 Top priority hazards are controlled before progressing to Stage III. (For hazards requiring long-term abatement projects, such as new ventilation systems, interim protection is acceptable).

3) Hazard Control Programs

[Return to Element](#)

- 1 Site continues to implement, maintain, modify, and improve hazard control programs required by OSHA standards.
- 2 Site continues to train all workers on these programs, as needed.

4) Tracking of Hazard Correction

[Return to Element](#)

- 1 Site continues to implement and improve the hazard tracking system.

5) Preventive Maintenance of Equipment

[Return to Element](#)

- 1 The site has established and is following an acceptable preventive maintenance schedule.

6) Occupational Health Care Program

[Return to Element](#)

- 1 Site continues to provide access to licensed health care professionals.
- 2 Site continues to provide access to health services, as needed, based on the results of the baseline safety and health analysis.
- 3 Site continues to provide access to physician care and emergency medical care for all shifts within a reasonable time and distance. (See also Emergency Preparedness and Response).

7) Emergency Preparedness and Response

[Return to Element](#)

- 1 Site continues to communicate the written procedures for responding to all types of emergencies that meet VPP requirements and has begun improving the emergency procedures established in Stage I.
- 2 Site has conducted at least one evacuation drill and has assessed how well the procedures worked.
- 3 Site continues to provide Emergency Medical Services.
- 4 Site has made available to each shift a sufficient number of employees trained in first aid and CPR, or an alternative at least as effective.
- 5 Site has established an Emergency Response Team.

Element 4 - Safety and Health Training

1) Safety and Health Training

[Return to Element](#)

- 1 Training provided complies with guidelines established in Stage I. Managers, supervisors, non-supervisory employees, and contract workers are aware of their safety and health related rights and have the knowledge and skills they need to perform their safety and health roles and responsibilities.
- 2 Implemented training required for safety and health staff.

VOSH Challenge Program

- 4 Provide training to contract employees recognition of hazard, symptoms of workplace illnesses, protective measures and safe work procedures.

VOSH Challenge Program

Stage III Desired Outcomes

Element 1 - Management Leadership and Employee Involvement

1) Management Commitment

[Return to Element](#)

- 1 Management overall demonstrates at least minimally effective, visible leadership with respect to the site's safety and health program.
- 2 Top management accepts ultimate responsibility for safety and health in the organization even if safety and health functions are delegated to others.
- 3 The individuals 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.
- 4 Management has set aside and promotes the use of adequate and dedicated resources for safety and health.
- 5 All employees and contract workers are aware of managements and employees safety and health vision for the site.
- 6 Safety and health responsibilities and accountability are included in the job descriptions and performance plans of non-supervisory employees and contract workers, in addition to those of managers, mid-level supervisors, and designated safety and health staff.
- 7 Enforce, document, and improve disciplinary plan.
- 8 Site has an acceptable plan for conducting an annual evaluation of the total site's safety and health management system.

2) Employee Involvement

[Return to Element](#)

- 1 & 2 Complete perception survey plan
- 3 Employees support the site's participation in the Challenge process.
- 4a Site safety and health teams are adequately supported and functioning. Audits, inspections, and investigations are routinely conducted and have broad employee involvement.
- 4b Employees feel free to participate in the safety and health management system without fear of discrimination or reprisal.
- 4c Employees are involved in the safety and health management system in at least three meaningful and constructive ways in addition to the exercise of their right to report a hazard.

3) Contract Worker Coverage

[Return to Element](#)

- 1 Contractors support the site's participation in the Challenge process.
- 2 The site's contractor program covers the prompt correction and control of hazards in the event that the contractor fails to correct or control such hazards.
- 3 The contract oversight is minimally effective considering the nature of the site including: equal safety and health protection provided to contractors, rise in the level of compliance by contract workers with the site's safety and health rules, safety and health performance included in the bidding process, monitoring and correction of hazards in contractor's work areas, and enforcement of penalties, including removal for safety and health violations.
- 4 Site can demonstrate a significant rise in the quality of safety and health protection given to contract workers as reported in employee interviews.
- 5 Site can demonstrate a significant rise in the level of compliance by contract workers with the site's safety and health rules (e.g.: less hazards in contractor work areas, fewer disciplinary actions, fewer penalties).

Element 2 - Worksite Analysis

VOSH Challenge Program

1) Baseline Safety and Industrial Hygiene Hazard Analysis

[Return to Element](#)

- 1 Site has previously conducted baseline survey in Stage I and completed any required resampling after implementing any Hierarchy of Controls required by OSHA programs. (i.e.: Hearing Conservation, Respiratory Protection, regulated chemicals such as Formaldehyde, Asbestos, etc.)

2) Hazard Analysis of Routine Jobs, Tasks and Processes

[Return to Element](#)

- 1 Site has an effective hazard analysis system in place for routine operations, non-routine operations, and significant changes

3) Hazard Analysis of Non-Routine Tasks and Significant Changes

[Return to Element](#)

- 1 Site has an effective hazard analysis system in place for non-routine operations and significant

4) Pre-Use Analysis

[Return to Element](#)

- 1 Site has at least an effective hazard analysis system in place when considering new equipment, chemicals, facilities, or significantly different operations or procedures.

5) Industrial Hygiene (IH) Program

[Return to Element](#)

- 1 Site has developed a written IH program.
- 2 Site has implemented controls for hazards identified in the initial baseline study.
- 3 Site has established and implemented sampling frequencies.
- 4 Site has conducted the necessary IH surveys.

6) Routine Self-Inspections

[Return to Element](#)

- 1 Site has a documented system for routinely scheduled system for self inspections that are completed monthly and ensures that the entire site is covered at least quarterly.

7) Hazard Reporting System for Employees

[Return to Element](#)

- 1 Hazard reporting system is active and encourages reporting with regular feedback.

8) Investigation of Accidents and Near-Misses

[Return to Element](#)

- 1 Site has expanded system and process developed in Stage I and II for accident investigation to include near-misses.
- 2 Site has conducted acceptable investigations of accidents and near-misses.

9) Trend Analysis

[Return to Element](#)

- 1 The site has an effective means for identifying and assessing trends.

Element 3 - Hazard Prevention and Control

1) Certified Professional Resources

[Return to Element](#)

- 1 Continue to provide employees and contractors access to certified safety and health professionals and other licensed health care professionals who can provide onsite or offsite services

2) Hazard Elimination and Control Methods

[Return to Element](#)

- 1 Site has an effective tracking system that results in hazards being controlled, reduced, or eliminated.

3) Hazard Control Programs

VOSH Challenge Program

- [Return to Element](#)
- 1 Continue to maintain all hazard control programs required by an OSHA standard, complying with all guidelines including an annual review and training if required. Take proactive steps to establish hazard control programs, if any, required by new OSHA standards and to modify or update existing programs as needed.

4) Tracking of Hazard Correction

- [Return to Element](#)
- 1 Continue to implement and improve the site's documented hazard tracking system.

5) Preventive Maintenance of Equipment

- [Return to Element](#)
- 1 Continue to implement the preventive maintenance schedule on equipment to prevent any hazardous conditions.

6) Occupational Health Care Program

- [Return to Element](#)
- 1 Site continues to provide access to licensed health care professionals to help identify causes and symptoms of occupational injuries and illnesses.
 - 2 Site continues to provide access to health services, as needed, based on the results of the baseline safety and health analysis.

7) Emergency Preparedness and Response

- [Return to Element](#)
- 1 Continue to improve, communicate, and implement the site's written procedures for responding during all shifts to all types of emergencies. All shifts should be included in one emergency response drill annually.

Element 4 - Safety and Health Training

1) Safety and Health Training

- [Return to Element](#)
- 1 Training provided complies with specified guidelines.
 - 2 Site provides an effective training to educate employees regarding the known hazards of the site and their controls.
 - 3 site.

Challenge Administrator Acronyms

Challenge Administrator Acronyms:

DPR	=	Department and/or Person Responsible
DL	=	Document Location
PAT	=	Participant Actions Taken
TD	=	Target Date
CD	=	Completed Date
TBD	=	To Be Determined

Quarterly & Annual Report Due Dates

Quarterly & Annual Reports

Reporting Period	Months Covered	Report Due to Administrator
Q1	January – March	April 15
Q2	April – June	July 15
Q3	July – September	October 15
Q4 (Annual)	October – December	January 15



VOSH Challenge Program

Participants: The following checklist can be used when developing programs to meet Challenge requirements

Coordinators: The following checklist can be used to assist you in auditing the participants

Element 1 - Management Leadership and Employee Involvement

1) Safety and Health Mission Statement.

[Return to Element](#)

Does it include the following information:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Commitment to maintaining compliance and continuously improving the SHMS? |
| <input type="checkbox"/> | Signed by top management? |
| <input type="checkbox"/> | Communicated to all employees? |

1a) Safety and Health Policy Statement Check List.

[Return to Element](#)

Does your policy include the following items?

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Commitment to maintaining compliance and continuously improving the SMS? |
| <input type="checkbox"/> | Signed by top management? |
| <input type="checkbox"/> | Ensure all workers (including contract workers) are provided equal safety & health protection? |
| <input type="checkbox"/> | Include attainable goals? |
| <input type="checkbox"/> | Communicated to all employees? |

2) Leadership

[Return to Element](#)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Is there a policy requiring managers to participate and demo state leadership in Safety & Health? |
| <input type="checkbox"/> | Has this been communicated to them? |
| <input type="checkbox"/> | Is management participating, wearing PPE, and encouraging the reporting of safety items? |
| <input type="checkbox"/> | Do employee and management have safety participation on their performance reviews? |

3) Adequate Resources and Safety and Health Integration

[Return to Element](#)

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Are resources for Safety & Health in the budget? |
| <input type="checkbox"/> | Are resources available for training, personnel, and equipment? |
| <input type="checkbox"/> | Have corporate or outside professional resources (CIH, CSP, PE or other professionals) been contacted and utilized? |
| <input type="checkbox"/> | Have insurance providers (Property, Workers Comp., medical, etc.) conducted any testing or services? |

VOSH Challenge Program

4) Goals and Objectives [Return to Element](#)

Are Goals:

<input type="checkbox"/>	Are the goals large in size, specific, primary, and important?
<input type="checkbox"/>	Measurable and achievable?
<input type="checkbox"/>	Long term?
<input type="checkbox"/>	Something that you are trying to do or achieve?

Are Objectives:

<input type="checkbox"/>	Sub-goals?
<input type="checkbox"/>	Medium or small in size?
<input type="checkbox"/>	Shorter term?
<input type="checkbox"/>	A step to reach your goal?

5) Clear Lines of Communications with Employees and Employee Access [Return to Element](#)

<input type="checkbox"/>	How have employees been informed on how to access management with safety concerns?
<input type="checkbox"/>	Are language barriers addressed?
<input type="checkbox"/>	Do employees have access to medical records/testing results?

6) Clear Responsibilities, Authority, and Accountability for Safety and Health [Return to Element](#)

<input type="checkbox"/>	Did the site identify who will be responsible for achieving safety & health goals and objectives?
<input type="checkbox"/>	Did the site identify specific responsibilities to each Employee, Manager, and Supervisor?
<input type="checkbox"/>	Did the site assign adequate authority appropriate to responsibility to safety and health staff?
<input type="checkbox"/>	Did the site assign accountability to each employee? How are they held accountable?
<input type="checkbox"/>	Is accountable measures documented in each employee performance standards and appraisal system?

7) Employee Involvement [Return to Element](#)

<input type="checkbox"/>	Was a perception survey completed? What were the results?
<input type="checkbox"/>	Was a plan developed based on the results?
<input type="checkbox"/>	How is the compliance with safety and health rules and standard? PPE followed by all?
<input type="checkbox"/>	How do employees feel about the Safety & Health Program? (Interview employees)
<input type="checkbox"/>	Have employees (including new hires) been informed of the OSHA rights, Challenge, and VPP?
<input type="checkbox"/>	How are employees involved? (inspections, training, etc.)
<input type="checkbox"/>	Are there any safety teams? What are they? Who is a member?
<input type="checkbox"/>	Are employees involved in incident investigations?

VOSH Challenge Program

8) Contract Workers							Return to Element
<input type="checkbox"/>	Has a program been developed to select contractors? How are contractors selected?						
<input type="checkbox"/>	Does the program include oversight and managing the system?						
<input type="checkbox"/>	Are contractors held to the same policy and procedures as employees?						
<input type="checkbox"/>	Is there a procedure in place if a contractor is not following safety & health policies?						
<input type="checkbox"/>	Are contractors responsible for identification, correction, and tracking of hazards in their work areas?						

Element 2 - Worksite Analysis							
1) Baseline Safety and Industrial Hygiene Hazard Analysis							Return to Element
<input type="checkbox"/>	Has a baseline analysis been completed? What did it include? (noise, air, dust, hazards, etc.)						
<input type="checkbox"/>	Who performed the analysis, when was it completed, and what were the results?						
<input type="checkbox"/>	Was any health or safety hazards identified to warrant further sampling?						
<input type="checkbox"/>	What is the sampling program for the future?						
<input type="checkbox"/>	Was the entire work site covered?						

2) Industrial Hygiene (IH) Program							Return to Element
<input type="checkbox"/>	Was a chemical inventory completed?						
<input type="checkbox"/>	Have previous hazards, trends, or illnesses been identified?						
<input type="checkbox"/>	Have the hazards identified been controlled to reduce exposure to health hazards (noise, chemical, etc.)? Has additional exposure sampling been required and conducted?						

3) Investigation of Accidents and Near-Misses							Return to Element
<input type="checkbox"/>	Are accidents investigated?						
<input type="checkbox"/>	Who investigates?						
<input type="checkbox"/>	What type of training did they receive?						
<input type="checkbox"/>	Does the investigation identify all contributing factors?						
<input type="checkbox"/>	Is the investigation documented?						
<input type="checkbox"/>	Are results communicated with all employees?						
<input type="checkbox"/>	Are there recommended actions to prevent recurrence?						

4) Trend Analysis							Return to Element
<input type="checkbox"/>	Has trending been completed using last 3 years of incident data?						
<input type="checkbox"/>	What trends were discovered and how were they addressed?						
<input type="checkbox"/>	Any additional data being trended? (Near-miss, first aid, hazard, inspections, etc.)						
<input type="checkbox"/>	Has a plan been developed to expand trending?						

VOSH Challenge Program

Element 3 - Hazard Prevention and Control							
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1) Certified Professional Resources							Return to Element
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	Were outside resources used to conduct baselines? If so, were they certified?
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2) Hazard Elimination and Control Methods							Return to Element
--	--	--	--	--	--	--	-----------------------------------

	Have the hazards that have been found during inspections, baselines, etc., been prioritized based on seriousness of injury, illness or property loss, frequency of exposure, and long term effects?
	Has a plan been developed to address these hazards for corrections and communicated to all employees?
	Do the hazard controls follow the hierarchy of controls (engineering, administrative, work practice, PPE)
	Are the controls documented, followed by all employees, and included in training?

3) Hazard Control Program							Return to Element
----------------------------------	--	--	--	--	--	--	-----------------------------------

	Have all hazard control programs required by OSHA/VOSH standards been identified? (PPE, HAZCOM, LOTO, BBP, Etc.)
	Do the programs established meet the guidelines, including training requirements?
	Have all missing programs or programs not meeting guidelines been updated to meet requirements?

4) Tracking of Hazard Corrections							Return to Element
--	--	--	--	--	--	--	-----------------------------------

	Has a system been developed to document hazards identified in baseline study, trend analysis, investigations, etc.?
	Does the system assign priority, responsibility, timeframes and follow up to ensure total abatement?

VOSH Challenge Program

5) Preventive Maintenance of Equipment					Return to Element
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	Has a list been completed of all the equipment that requires preventive maintenance?
	Was a schedule developed to track the required maintenance? (Use owner manuals, suppliers, etc. for maintenance requirements)

6) Occupational Health Care Program					Return to Element
--	--	--	--	--	-----------------------------------

	All OSHA 300 logs, insurance claims, investigation records are completed, reviewed for accuracy, and in order?
	Established compliant OSHA programs for employee exposures (i.e., Hearing Conservation, respiratory protection, medical evaluations for regulated chemical exposures)
	Employees have access to health services as needed (on site or off) and emergency medical services as needed?
	Employees have access to their own medical records (hearing, monitor, IH, etc.) as needed?

7) Emergency Preparedness and Response					Return to Element
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	Is there a documented emergency action plan (EAP)?
	Does the EAP address what to do in all types of emergencies (fire, chemical, workplace violence, etc.)?
	Has the site explained to all employees the emergency procedures and service? (How to access help)
	Has the site conducted at least 1 First Aid/CPR class for employees covering each shift?
	Has at least 1 emergency evacuation drill been conducted in the past year? Was it evaluated for improvement?

VOSH Challenge Program

Element 4 - Safety and Health Training

1) Safety and Health Training

[Return to Element](#)

Is Training:

- Provided to all employee and contract workers (managers, supervisors, non-supervisory employees)?
- Documented with a sign in sheet, the topics covered, and who performed the training?
- Provided for all OSHA/VOSH required courses as often as required to meet the standards?
- Provided for all NON OSHA/VOSH required courses at adequate intervals to meet needs?
- Provided for all new work processes, new equipment, and procedures?
- Provided for all new hires/job transfers before they perform the job?
- Developed, up to date, clearly understandable, and meet the needs of the facility and procedures?
- Conducted by persons who have specific subject matter, knowledge, or expertise?
- Developed based on baseline study, hazard analysis, incidents, etc.

Has the following type of training been provided to all employees:

- Their rights under the OSH Act?
- Challenge, VPP principles?
- Hazards in the workplace; how to recognize hazardous conditions; signs and symptoms of workplace related illnesses; protective measures; and safe work procedures?
- What is required personal protective equipment (PPE), why it is required, its limitations, how to use it, and how to maintain it?
- Specific responsibilities for each type of emergency?
- Emergency evacuation procedures?

Has the following type of training been provided to all managers and supervisors:

- Their specific safety and health responsibilities and how to carry them out effectively?
- Methods for changing workplace safety and health attitudes and practices?
- Requirements for Challenge Stage I and VPP requirements?

VOSH Challenge Program

Has the following training been provided to safety and health staff or anyone assigned with safety and health responsibilities:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | How to conduct an assessment of workplace safety and health practices? |
| <input type="checkbox"/> | Methods for changing workplace safety and health attitudes and practices and how to develop a plan to address necessary changes? |
| <input type="checkbox"/> | How to conduct the required baseline safety and industrial hygiene hazard analysis? |
| <input type="checkbox"/> | How to conduct hazard analyses, accident/incident investigations, routine self-inspections, trend analyses, preventive maintenance inspections? |
| <input type="checkbox"/> | Hazard elimination and control methods? |
| <input type="checkbox"/> | How to develop a documented system for routinely scheduled self-inspections? |
| <input type="checkbox"/> | How to develop an employee hazard-reporting system? |
| <input type="checkbox"/> | How to develop a plan for a written IH Program? |
| <input type="checkbox"/> | How to develop emergency procedures? |
| <input type="checkbox"/> | How to develop a hazard tracking system? |

Has the following training been provided to all contactors and their employees?

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Their rights under the OSH Act? |
| <input type="checkbox"/> | Challenge, VPP Requirements? |
| <input type="checkbox"/> | Hazards in the workplace? |
| <input type="checkbox"/> | Required personal protective equipment (PPE), why it is required, its limitations, how to use it, and how to maintain it? |
| <input type="checkbox"/> | Specific responsibilities for each type of emergency? |
| <input type="checkbox"/> | Emergency evacuation procedures? |