

Voluntary Protection Program (VPP) Employee Involvement

Employees must be meaningfully involved in the problem identification and resolution, or evaluation of the safety and health management system (beyond hazard reporting).

The list below provides ideas on ways in which University departments can provide opportunities for employees to get involved in safety & health.



Committees

- ❖ Ergonomics committee
- ❖ Emergency preparedness committee
- ❖ Incident investigation review committee
- ❖ Machine guarding committee
- ❖ PPE selection committee
- ❖ Safety committee
- ❖ Steering committees
- ❖ Wellness committee
- ❖ VPP committee

Communications

- ❖ Create and maintain communication boards/TVs
- ❖ Create safety slogan
- ❖ Create safety poster/banner
- ❖ Create a safety calendar – include photos of employees / families
- ❖ Publish a safety newsletter article
- ❖ Review a safety related article with team
- ❖ Safety suggestion boxes
- ❖ Write and/or present a toolbox talk topic

Community/Family Related Activities

- ❖ Food drive
- ❖ Community fundraisers / projects
- ❖ Conducting home safety inspections
- ❖ Developing emergency evacuation plan for home
- ❖ Home safety tips, hunting, electrical, etc.

Health and Wellness

- ❖ Leading group stretching/exercises
- ❖ Participating in group stretching/exercises

Incentives, Awards, Recognitions

- ❖ Above and Beyond the call of duty awards
- ❖ Atta boy recognitions
- ❖ Annual award for most participation in safety activities throughout year
- ❖ Employee incentive / recognition program that are participation based
- ❖ Mentor or buddy program
- ❖ Safety alerts – award for best idea
- ❖ Safety suggestions with solutions

Incident Investigations

- ❖ Conducting mock incident investigations
- ❖ Incident investigation reviews
- ❖ Participating in incident investigations
- ❖ Submitting near miss reports

Inspections/Evaluations

- ❖ Chemical container labeling
- ❖ Emergency lighting
- ❖ Eyewash/emergency showers
- ❖ Housekeeping
- ❖ Machine guarding
- ❖ Ladders
- ❖ New equipment audits
- ❖ Personal Protective Equipment (PPE)
- ❖ Routine department safety inspections – daily, weekly, monthly

Job Safety Analysis (JSA)/Observations

- ❖ Audit, develop and/or maintenance of JSAs
- ❖ JSA job observations
- ❖ Employee peer observation programs

Training

- ❖ Conduct, create, assist or lead in any of the following types of training:
 - Daily safety huddles
 - Ergonomics
 - Evacuation training
 - New hire orientation
 - Safety Data Sheet (SDS) training
 - Tool box talks
 - Train-the-trainer programs
 - Training evaluations
 - Training employees on submitting work orders



VPP Related Activities

- ❖ Assist with VPP gap analysis processes
- ❖ Attend VPP conference
- ❖ Become a VPP coordinator for division / department
- ❖ Conduct mock VPP interviews with employees

Miscellaneous Activities

- ❖ Conducting evacuation drills
- ❖ Continuous safety improvement events
- ❖ Housekeeping projects
- ❖ Hazard reporting and suggestions
- ❖ Job shadowing safety personnel
- ❖ Injury reduction plans
- ❖ Lunch and learns
- ❖ PPE selection
- ❖ Work procedure write-ups