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# VPP Evaluation Interview Questions

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VPP Team Member

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## Team Member Guidelines

### Background

The Evaluation Team can never complete a thorough analysis of a facilities safety and health plans by simply reviewing documents. That is why interviews are one of the most critical elements of the pre-approval review. During on-site VVPP evaluations the team members will conduct formal and informal interviews. A formal interview takes place in a relatively private area in the site and may last 10 to 20 minutes. Informal interviews take place generally where the employee is working and should be much shorter, usually 10 minutes or so. The purpose of all interviews, whether formal or informal, is to learn more about the safety and health programs, the effectiveness of the program, how employees see themselves involved in those programs, confirmation that the facility safety and health plans are implemented as they are described in site documents and will also give team members a clear idea of the level of employee involvement.. Interviews are not interrogations and should be very relaxed.

There should be escorts to assist the team in getting interviewees to the right room at the right time. Remember, formal interviews are always confidential. You will need to keep track of how many formal and informal interviews you completed for the final report.

**If the person being interviewed seems uncomfortable, try asking simple questions that will "break the ice". Then, after the interviewee is relaxed you can start with the more specific questions.**

### General Interview Questions

Explain to the interviewee that what they say is confidential. You are only there to ask a few questions and anything they say will not be repeated. Introduce yourself and ask their name, position and length of time employed. Ask the employee if they know why you are there. If they do not know, explain it. Continue with the following questions:

#### OSHA RIGHTS AND VPP

- Do you know what your rights are under OSHA?
- Do you know what VPP is?
- Do you know the elements needed for a safety program? (Management Commitment & Employee Involvement, Worksite Analysis, Hazard Prevention and Training)
- Have you ever refused to perform a job because of a safety risk? If yes, explain.

#### DECISION MAKING - GOALS

- How are you involved in the safety decision-making process? How?
- Do you know what any of the Safety Goals are? What are they?
- Is the status of the goals communicated to you? How often and how?
- Who creates the goals?

#### MANAGEMENT SUPPORT

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- How does your management support safety? How are managers involved in safety each day? Give examples of ways you can see the involvement.
- Is safety the first concern at this facility?
- How does management support your involvement in safety? (Attend training, provide PPE, etc.)
- Does the management set a good example for the employees?
- If you bring a concern to your supervisor, what is the outcome? (Is it discussed and a solution is made?)

## POLICY AND DISCIPLINE

- Do you feel that the safety rules cover everything and everyone?
- Is there a document that lists all the safety rules? Do you have access to it?
- How does your company handle employees that break safety policy? Is that the same for all employees? (Top Management Included?)
- Are contractors held to the same standards as employees?
- Is there an incentive program here? Describe it.

## EMERGENCY PREPAREDNESS

- What do you do in an emergency? (Notification and Muster Point) When was the last time you participated in a drill?
- What types of drills do you have?

## TRAINING

- What type of training did you receive, if any before you started your job?
- How is training conducted? Who does it? What does it cover? Do you feel it's adequate? How often is training conducted?
- Do you feel that it was adequate?

## PPE

- What types of hazards are you exposed to each day? How do you protect yourself from them?
- Is your protection sufficient enough?
- What type of PPE do you use each day? Is it sufficient? Have you been instructed on how to care for it, when to replace it and its proper use?
- Were you involved in the selection?

## JSA

- Do you know what a JSA is? Do you have any? Have you looked at them? Are they used in training? Do you know when they are updated?
- How do you know when a JSA is updated?
- Are they available to all employees and reviewed before starting a job?
- Do employees that perform the task help in writing them?

## HAZARD ANALYSIS REPORTING & INSPECTIONS

- Are employees encouraged to report hazards?
- How do you report a safety concern (hazard)? Is there more than 1 way? How?
- Have you ever reported an unsafe condition? How was it reported (written, verbally or anonymously)? What was it and was it addressed? How?

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- Do you inspect the facility? How often? If yes, did you find anything to be repaired? Did it get repaired? How long did it take?
- Who else inspects the facility? Committee members?
- What do you do if you find something that needs to be repaired?
- What type of training did you receive to perform inspections?
- Are employees involved in the preplanning decisions for task or equipment?

## COMMITTEES AND TEAMS

- Do you have any committees or teams here? What are they?
- Are you on any? If not, why?
- Do you feel like you can be if you wanted to be?
- Does the committees and team contribute to the safety culture and improve the facility?
- How long have you been on the committee? How often do they meet? Does everyone show? Do you have an agenda and action plan?

## IH AND SDS

- Do you know what an SDS is?
- Are they available? How do you get one? Are they reviewed?
- Is there any IH monitoring that you know of? (Noise, contaminants, etc.) Have you been notified of the results?
- Is there a written Hazard Communication Program? Have you seen it? Do you know if it includes all the chemicals in the facility?
- What do you do if you have a chemical without a label?
- Are you trained on new chemicals when they come into the worksite?

## INCIDENT REPORTING AND INVESTIGATIONS

- Have you ever been hurt here or know of anyone that has? If yes, what happened?
- Was medical treatment required? What did it include?
- Was the incident investigated?
- What was the outcome of the investigation? Was it shared with all employees? Was anything done to prevent it?
- Is there trending completed here and do you see the results of any trending? How often?

## OTHER SUGGESTED QUESTIONS AND TOPICS

- Would you say that this facility has a safety “Culture” or would safety stop being an important if the focus changed?
- Do you think everyone supports safety here?
- If you could change anything in this plant with regard to safety, what would it be?

## **Top and Middle Management Interviews**

- Does your top executive demonstrate that safety is a value? How?
- Is management held to those same accountability standards as hourly employees?
- Are middle managers involved in the safety program? How?
- How often does top and middle management talk to employees about safety? At meetings? Walk the floor? Explain.

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- What role do you have in the safety program?
- How is safety reflected in performance appraisals for all employees (management and hourly)?
- Do you have a safety plan for the next 3-5 years?
- Does corporate support your safety goals?
- Are your safety goals communicated to all employees? How? Do you update them on the status? How often?
- Do you have the authority to provide adequate resources (including staff, equipment, etc.) to meet safety needs?
- Describe the evaluation process to hold line managers and supervisors accountable for safety and health.
- What type of trending is completed and how is it shared and used?
- What type if any of IH monitoring has been completed and what were the results? Has this information been communicated to all employees?

## Maintenance Personnel

- Can you explain how the scheduled maintenance program works?
- What does it include? (vehicles, sprinklers, alarms, fire, emergency equipment, etc.)
- What type of training have you completed?
- Do you attend any of the safety training that is offered?
- Do you have input before new equipment is purchased?
- Do you use LOTO? How often are you trained?
- Is there a system in place to track the repairs needed? How does it work?

## PSM SITES

- Does the maintenance program include critical instrumentation and controls, pressure relief devices and systems, metals inspection, environmental controls?
- Who is responsible for the tagging that is required?

## Contractors

- Did you have to complete any training before you started working here? Explain.
- Do you have a written hazard communication program that lists all your hazardous chemicals?
- How do you train your employees?
- Do you do onsite inspections? How do you track the hazards found?
- What type of PPE do you use?
- Does the site oversee your work and safety?
- What happens if you violate a site safety policy?