

**US ARMY GARRISON  
VOLUNTARY PROTECTION PROGRAM HANDBOOK  
THIRD EDITION**

In July 2004 the US Army Garrison (USAG) Commander, Board of Directors, and Union Representatives made the decision to utilize the Occupational Safety and Health Administration (OSHA) Voluntary Protection Program (VPP) process to achieve a culture committed to safety and health excellence. In June 2005 this decision was signed into Policy Memorandum USAG 03-05 (Continuous Process Improvement in Safety and Health).

In August 2005 the Assistant Secretary of the Army for Installation and Environment selected Fort Detrick, along with 20 other installations, to participate in the Army and OSHA partnership. By entering into the partnership, the Army and OSHA formalized their commitment to improve civilian workforce safety and health and reduce injuries and illnesses. The focus was the utilization of OSHA's VPP elements that emphasize accountability, cooperation, and an action-oriented approach by leadership, managers, employees, union officials, and OSHA to eliminate or control workplace hazards.

In 2009 the US Army Garrison underwent a VPP Assessment and was recommended as a STAR VPP site and in June 2010 we received notification from Mr. David Michaels, Assistant Secretary for Occupational Safety and Health naming the USAG, Fort Detrick as a STAR VPP site. In achieving the STAR status the USAG, Fort Detrick joined an elite group of organizations that provide exemplary occupational safety and health protection and serves as a model for others. In this achievement we became the first garrison within Department of the Army to become a STAR VPP site. As a VPP site, USAG Fort Detrick is in the top 1% of over 7 million workplaces. As a member of the organization, you should feel very proud of this fact because the work, attitude, and commitment you bring to your job daily contribute to this fact.

This booklet has been prepared to inform you about the VPP elements and how they are incorporated within the business and functions of the USAG, Fort Detrick.

**I. What is the Voluntary Protection Program or VPP as it is called?**

VPP is an OSHA partnership program, which recognizes industry/federal leaders in workplace safety and health. VPP brings together employers, workers and their union representatives, and OSHA in a voluntary, cooperative partnership. VPP sets performance-based criteria for a managed safety and health system and then assesses applicants against their criteria.

**II. The Key Elements of VPP:**

**A. Accidental Rates-** Data is calculated for the 3 most recent full calendar years in the following areas: Total Case Incidence Rate (TCIR) for recordable nonfatal injuries and illnesses; incidence rate for recordable injury and illness cases involving days away from work; and

restricted work activity and/or job transfer (DART). If our TCIR and DART rates are at or above industry average, we must have a plan to reduce those rates to a level below the industry average.

**B. Management Leadership and Employee Involvement-** This element is a demonstration of management commitment to and integration of safety and health management within our day-to-day management system. This element also reflects how employees are meaningfully involved in activities and decision making that impact their safety and health.

**C. Worksite Analysis-** A combination of systematic actions that provides an inventory of potential hazards. This includes baseline hazard analysis, hazard reporting systems, accident/incident investigation and analysis, and self-inspections by employees and supervisors.

**D. Hazard Prevention and Control-** A system for eliminating/controlling hazards, tracking hazard correction, establishment of a preventive/predictive maintenance system, occupational health care program, a consistent disciplinary system for all who disregard the rules, and emergency plans. The objective of prevention and control is to remove known and potential hazards.

**E. Safety and Health Training-** Goals of this element include managers and supervisors having the necessary training to carry out their safety and health leadership responsibilities, and employees trained to recognize hazardous conditions and understand safe work procedures, to include the hazard controls in place. Training is necessary to ensure everyone is aware of the safety and health management system and the VPP.

### **III. USAG VPP in Action**

#### **A. VPP Bill of Rights**

- I have a right to
- Willingly participate in Safety and Health issues.
- Report or stop unsafe acts and conditions without fear of reprisal.
- Access Accident/incident and safety inspection results.
- Demonstrate continuous improvement
- Become actively involved.

#### **B. Examples of actions/processes, relating to the VPP Key Elements being conducted within the US Army Garrison?**

**(1) Accident Rates-** The Installation Safety Management Office (ISMO) will be responsible for computing the Accident Rates. Currently quarterly accident rates for the installation are provided during our quarterly Performance Management Review meetings and yearly to OSHA during the VPP assessment.

## **(2) Management Leadership and Employee Involvement –**

**a. Senior *Management*** - The Policy Memorandum USAG 03-05 (Continuous Process Improvement in Safety and Health) documents adoption of the VPP as a tool for the USAG to achieve a culture committed to safety and health excellence. VPP is included throughout the Garrison's Sustainable Strategic Planning teams and goals. Our garrison directors also conduct and document quarterly worksite visits.

**b. Employee *Involvement*** - All USAG directorates/offices have appointed a Collateral Duty Safety Officer who participates in the Installation Safety and Occupational Health Advisory Council Committee (ISOHACC). USAG Union Representatives are also members of the ISOHACC as employee representative. Individual directorates conduct in-house safety committees which advocate employee's involvement. The ISMO is available to employees for reporting suspected hazards or simply to discuss any concerns they may have regarding new or changed work processes. Employee participation in the development of Job Hazard Analysis (JHA) and the Composite Risk Management Process is strongly encouraged. Composite Risk Management training is required for all personnel and is provided throughout the year. The process in place to report Near Misses was developed by an employee process action team and Peer Reviews are being utilized to conduct in-house safety surveys within the Directorate of Public Works. The Voluntary Protection Program Steering Committee (VPPSC) is comprised of employees and management from across the organization, representing the various garrison office/directorates. The VPPSC members are responsible for helping to identify and define the features of the USAG-VPP; recommend appropriate programmatic changes to the ISMO; record and update information to track sources, documentation, and issues; and verify the ongoing status of the program.

**c. Accountability** - The Continuous Process Improvement in Safety and Health Policy requires that safety accountability be incorporated as a performance measure for all USAG personnel. Local safety regulations reinforce the responsibility and accountability of all personnel starting with me as your Commander and concluding with the employees. As of December 2005 all USAG personnel performance measures included a safety measure. In 2011 at the direction of the Commander, all supervisors within the three largest directorates were appointed as Collateral Duty Safety Officers.

**(3) Worksite Analysis-** Numerous processes utilized to identify and address potential hazards. Some of these include:

**a. Baseline *hazard analysis*** - The Directorate of Health Services, Industrial Hygiene Office conducts baseline hazard analysis to identify and document hazards within the work sites and assesses employees' exposure, including duration, route, frequency of exposure, and identify potentially exposed employees.

**b. *Analysis of New, Modified, or Planned Facilities/Operations*** - Safety, Industrial Hygiene, Environmental Protection, Fire Protection, and Public Works personnel participate in planning meetings for all new, modified, or planned facilities. Planning meetings conducted by the Fort Detrick Master Planner provide a forum for blending safe design criteria with the design

needs of the customer. Future landlord maintenance and repair work must also be addressed at this time to ensure this work can be conducted safely in new, modified, or planned facilities.

**c. Analysis of *Non-Routine Tasks/Job*** - Job Hazard Analysis (JHA) is required to be conducted for non-routine tasks, and new and/or changed processes. Active involvement by employees is important in the JHA process because as the person(s) conducting the operations they are most familiar with the steps of the operation, material involved, and potential hazards that may be encountered. The JHA is reviewed by the ISMO and the Industrial Hygiene Office for all new and/or modified operations prior to commencement of the task/operation.

**d. Worksite *inspections*** - The ISMO conducts annual worksite inspections of all facilities. Ergonomic surveys are provided by the ISMO and Industrial Hygiene Office upon request. Installation Services shop and plant leaders conduct Peer Reviews, whereby the leader of one shop/plant inspects the work site of another leader's shop/plant, and written reports are provided. The Peer Reviews are provided at the Directorate of Public Works safety meeting, and copies are provided to the Installation Safety Management Office.

**e. *Hazard Reporting*** - A Near Miss Program has been established which provides for telephonic notification of near misses by calling extension 3-3164 or completing a Near Miss Report Form, Fort Detrick Form 385-10b, and submitting the report to the ISMO, 1546 Porter Street, or by faxing to 3-0036. Policy Memorandum FD 33-05 (Hazard Reporting) allows anyone recognizing a safety or health hazard to report it to the Installation Safety Management Office.

**f. *Accident/Incident Reporting*** – Fort Detrick Regulation 385-10 requires all accidents and incidents, including occupational illnesses and injuries, regardless of how minor, to be investigated by the immediate supervisor within 24 hours of the incident being reported. The ISMO receives all completed accident reporting forms and monitors proposed corrective action. The USAG and Installation Safety and Occupational Health Advisory Council Committees review data from accident/incident reports, monitor trends, and make recommendations to the Installation Commander on appropriate preventative strategies and priorities in safety and health. Accident and investigations provide the means to identify ***What happened, Why it happened, and What to do about it.***

**g. *Composite Risk Management*** – The management/control of risk is incorporated during the planning and development stage of operations/missions to identify, assess, and control hazards arising from operational factors. A Risk Management Worksheet is to be prepared to determine the level of risk and thereby the proper risk decision level.

**(4) Hazard Prevention and Control** - All worksites are inspected at least annually by a qualified Safety and Occupational Health Specialist. Facilities and operations involving special hazards are inspected more frequently. New and/or changed operations/facilities are reviewed and inspected by qualified safety and industrial hygiene personnel. Hazards are tracked on the installation abatement log to ensure hazards are eliminated and/or controlled. Employees are recognized for working safely via the Commander's Safety Award Program and instant recognition process. Everyone within the organization is held accountable for working safely as safety is performance element on all performance standards. The Industrial Hygiene Office

provides health hazard inventory information to the Occupational Health Clinic for the establishment and maintenance of a Medical Surveillance Program. The Industrial Hygiene program addresses potential exposures to contaminants and physical hazards such as heavy metals, organic solvents, acids, asbestos and noise. Contracting Officer Representatives (COR) provide oversight necessary to ensure contractors comply with safety program requirements. When corrections need to be made, the COR is contacted and corrections are made immediately by the contractors. Fire and emergency services are provided 24 hours a day, every day of the year, with 27 personnel certified as Emergency Medical Technicians (EMT). Non-routine operations and land use military exercises require the submission of a Composite Risk Management Assessment, with the appropriate level of authority review and signature, to indicate the risks have been assessed and either controls are in place or the risk is accepted.

**(5) Safety and Health Training** - A training matrix has been developed to identify OSHA related safety training for USAG personnel. The ISMO works closely with the Fort Detrick Training Center to bring much of the needed training onsite to allow maximum attendance. Web-based awareness training for Hazard Communication and Risk Recognition and Reduction in the Workplace is available via the Fort Detrick web page at <https://installation.detrick.army.mil/training/index.cfm> under ISMO. Information, to include Safety Bulletins to utilize as in-house safety briefing material, is available on the Safety web page at <http://www.detrick.army.mil/safety/index.cfm> and safety videos are available to assist supervisors in meeting their employee safety education responsibility. Additional Training provided by the US Army Garrison includes:

- Permit required Confined Space (Awareness/Entry/and Refresher)
- Lock out/tag out
- Accident Reporting
- Composite Risk Management
- Building Evacuation Drills
- Fire Extinguisher Use
- Respiratory Protection and Respirator Fit Testing
- Job Hazard Analysis
- Hazard Communication
- Environmental Compliance
- Bloodborne Pathogen

#### **IV. Your Role:**

Now that you have a better understand of just what the VPP is, you should realize the valuable role you, as a member of the garrison, serve in the Continuous Process Improvement in Safety and Health. Can you think of some of your own directorate/office/shop/plant work processes which demonstrate the concepts described under the Key Elements noted above? Can you think of areas we need to improve? Do you have ideas for how to carry out these improvements?

Get involved by contacting your VPP Steering Committee Representative noted below:

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*The US Army Garrison is working to achieve a culture committed to continuous improvement in safety and health. With your involvement and commitment we can make this happen.*

//Original Signed//  
JUDITH D. ROBINSON  
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Commanding