


Start Preparing Your Annual VPP Self Evaluation

It's December—Time to plan for being even better, and safer, next year!

The Occupational Safety and Health Administration (OSHA) requires all Voluntary Protection Programs (VPP) participant sites to submit an annual self-evaluation of its safety and health management system by February 15th of each year. OSHA highly encourages sites hoping to achieve VPP Star recognition sites to follow the same criterion as approved sites for their annual self-evaluation. If you are already an OSHA VPP Star site, in the process of becoming one, or even considering implementation of VPP, there is clear guidance for what and how to plan for next year.

The Department of Defense (DoD) Safety Management Center of Excellence (SMCX) can help you with your self-evaluation development actions. See below for a wealth and variety of information available to use in completing yours, including recordings of multiple webinars and workshops describing and discussing the self-evaluation process, several detailed one pagers, FAQ answers, and a link to the OSHA template.



Format and Content for Annual VPP Participant Self-Evaluation

OSHA requires each VPP participant to perform annually a self-evaluation of its safety and health management system. This self-evaluation, reflecting the most current previous calendar years' experience, must be submitted to the participant's OSHA Regional VPP Manager by February 15 of each year. Participants will find it useful to review the VPP Federal Register Notice, 74 FR 927, January 9, 2009, which includes annual submission requirements, safety and health management system requirements applicable to all participants, plus additional requirements unique to the participant's chosen way to participate.

The annual self-evaluation is not a compliance audit. It is a critical review to assess the effectiveness of all four VPP elements and their sub-elements, and to analyze participant and contractor injury and illness data and trends. It should include a review of written programs, a walk-through of the workplace, and interviews with employees. During this process, participants should answer the following questions relating to each element and sub-element of their safety and health management system:

1. Is it comprehensive?
2. Is it operating effectively and meeting established goals and objectives?
3. Are there problems that require the development and implementation of solutions in order to maintain excellent worker protection and continued VPP eligibility?
4. What improvements can be made to make it even more effective?
5. What goal modifications should be made for the coming year?

OSHA expects the evaluation to include participant and applicable contractor injury and illness data, progress toward Merit or One-Year Conditional Star goals (if applicable), and success stories, including safety and health or PSM best practices. OSHA uses the submitted information to update

Information courtesy of OSHA.gov

Title	Description	URL:
Writing Your VPP Annual Self-Evaluation, 10/27/20	SMCX Workshop MP4 recording	https://www.smscx.org/Repository/Webinar_Recordings/Writing_Your_VPP_Annual_Self-Evaluation_(2020-10).mp4
Meet the Feb 15 Deadline: Initiate the Annual VPP Self-Evaluation Today, 10/26/21	SMCX Webinar MP4 recording	https://www.smscx.org/Repository/Webinar_Recordings/Writing_Your_VPP_Annual_Self-Evaluation_(2021-10).mp4
Tips for Completing a Safety and Health Management System Annual Evaluation	SMCX One Pager	https://www.smscx.org/Repository/OnePagers/SMCX_OnePager_Tips_for_Completing_Annual_Self_Evaluation_Mar2021.pdf
Sustaining VPP Star Status	SMCX One Pager	https://www.smscx.org/Repository/OnePagers/SMCX_OnePager_Sustaining_VPP_Star_Status_Jul2021.pdf
VPP Annual Self-Evaluation versus VPP Application	SMCX Quick Reference Guide	https://www.smscx.org/Repository/QRGs/SMCX_QuickRefGuide_VPP_AnnualSelfEval_vs_Application_May2022.pdf
Am I required to complete an annual self-evaluation?	SMCX FAQ	https://www.smscx.org/FAQs#T3e
OSHA VPP Self-Evaluation Template	OSHA.gov website	Found in Appendix A of VPP's Policies and Procedures Manual: https://www.osha.gov/sites/default/files/enforcement/directives/CSP_03-01-005.pdf

If you are planning to successfully implement and sustain OSHA's Voluntary Protection Program (VPP) the way ahead is clear. Planning for success is a continuous action and proper planning is no accident.

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.

