



Documentation, Documentation, Documentation

Speakers:

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Course Objectives

- At the completion of this session the attendees will be able to:
 - explain the documentation expectations for the OSHA Challenge and VPP.
 - describe best practices and potential pitfalls in maintaining documentation through the OSHA Challenge and VPP application process.

Typical Questions

- Should our documentation be in paper or electronic? Or both?
- How much is too little? Or too much?
- How many examples should you have of each document?

Documentation

- Paper vs Electronic?
 - Presently, sites use a combination of paper & electronic formats.
 - What should be in paper and what should be electronic?
 - Prior to the audit, sit down with your OSHA VPP coordinator and communicate what best suites the company and balance that with what the audit team needs to do their job.
 - What makes sense?
 - Databases – Electronic (sample reports)
 - Anything already paper – leave as is!

Documentation

- Paper vs Electronic
 - If you choose to show documents electronically then make sure that you have someone that can navigate your system seamlessly.
 - One person for each laptop available to the auditors.
 - Be prepared. Have multiple back up systems.

How to organize

- Paper
 - Very Common - Binders
- Electronic
 - Elements/Sub-element folders

Documentation

- How much is too little or too much?
 - Remember the requirement – Have all VPP elements and sub-elements been in place for at least 1 year? Therefore, prepare to demonstrate.
- How many examples of each item?
 - This is your time to tell the audit team what your company really does BEST.

Pitfalls

- Documents are not completely filled out.
Examples:
 - Training dates
 - Trainers Information
 - Review dates
 - Signatures missing
- Documents are missing

Pitfalls

- Where are the documents kept – both electronic and paper?
 - Create a list of document “owners”
- Company abbreviations different from OSHA terms
 - Create a “thesaurus” of terms and abbreviations
- One person is responsible for keeping the documentation in order
 - Have multiple members of your VPP team know how the documents are filed.

Documentation

- ‘If it isn’t written, it doesn’t exist.’

“IN GOD WE TRUST”

(all others we monitor!)



Electronic Documentation

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Questions?

Thank you!

Contact Information

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