From None to Fun!
Employee Involvement

Cindy Lewis
Gulf Coast Safety Institute

Ventura Gil
Univar

Jim Christy & Gilbert Danas
L&M Technologies
Course Objectives

• At the completion of this session the attendees will be able to:
  – describe the requirements for Employee Involvement in the Challenge Program and VPP.
  – explain how other companies have started to involve employees in their safety and health programs.
Employee Involvement
Challenge / VPP Expectations

Cindy Lewis
Director
Gulf Coast Safety Institute
The Basics

• Must have a minimum of three (3) meaningful and constructive ways in which employees can be involved in the safety and health management system.

• Must have a way that employees can report a hazard – including an anonymous way.
Examples of Employee Involvement

- Audits
- Accident/incident investigations
- Self-inspections
- Suggestion programs
- Planning
- Training
- Job hazard analyses
- Safety and health committees and teams.
Remember!

- Employees must be trained for the task(s) they will perform. For example, they must be trained in hazard recognition to participate in self-inspections.

- Employees must receive feedback on any suggestions, ideas, reports of hazards, etc. that they bring to management’s attention. Documented evidence must be provided that employees’ suggestions were followed up and implemented when appropriate and feasible.
Employee Involvement

• Also includes:
  – All employees, including new hires, must be notified about participation in VPP and employees’ rights (such as the right to file a complaint) under the OSH Act. Orientation training curriculum must include this information.
  – Employees and contractors must demonstrate an understanding of and be able to describe the fundamental principles of VPP.
Documentation

- Safety and health committee minutes, if applicable.
- Self-inspection forms and records, accident investigations, hazard analyses, and employee reports of hazards.
- Documents attesting to union support, if applicable.
Employee Involvement
Univar

Ventura Gil
ChemCare is a product line of Univar USA, focused on waste managed services.

ChemCare manages and disposes hazardous, non-hazardous and universal waste products safely, quickly, and efficiently.
Employee Involvement

• What did you hope to gain during this session?
• Our Challenge – Rule #1.
• Our Best Practices:
  – Safety Bucks program.
  – Monthly Incentive.
  – Employee Led Training.
# Safety Bucks

**Detail:** Employees can **earn** Safety Bucks by performing the following safe behaviors:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% Quality on JSA Audits</td>
<td>$25</td>
</tr>
<tr>
<td>Self Inspections</td>
<td>$25</td>
</tr>
<tr>
<td>Participation in the monthly safety incentive</td>
<td>$25</td>
</tr>
<tr>
<td>Winner of the monthly safety incentive</td>
<td>$50</td>
</tr>
<tr>
<td>Attending Company safety meeting/training</td>
<td>$50</td>
</tr>
<tr>
<td>Attending Company safety meeting/training on time</td>
<td>$25</td>
</tr>
<tr>
<td>Performing a quality area safety audit</td>
<td>$50</td>
</tr>
<tr>
<td>Each 5 - 15 minute presentation at a safety meeting</td>
<td>$150</td>
</tr>
<tr>
<td>Customer compliment sent in by Customer</td>
<td>$200</td>
</tr>
<tr>
<td>Scoring a perfect job audit internally or third party</td>
<td>$500</td>
</tr>
<tr>
<td>Safety suggestion/hazard concern reviewed by VPPSC</td>
<td>per VPPSC</td>
</tr>
<tr>
<td>Management Discretion</td>
<td>mgmt</td>
</tr>
</tbody>
</table>

**Employees can **lose** Safety Bucks by performing the following unsafe behaviors**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Violation</td>
<td>up to $100 based on severity</td>
</tr>
<tr>
<td>Not attending a safety meeting/training</td>
<td>$150/Meeting/training</td>
</tr>
<tr>
<td>IDLH Safety Violation (EX: improper storage of respirator)</td>
<td>up to $500 based on severity</td>
</tr>
<tr>
<td>Management Discretion</td>
<td>mgmt</td>
</tr>
</tbody>
</table>
## Safety Bucks

<table>
<thead>
<tr>
<th>Monthly Incentive</th>
<th>PPE Inspect</th>
<th>JSA Audit</th>
<th>Site Self Inspect</th>
<th>VPPSC Meet</th>
<th>Attend Safety/Training Meeting</th>
<th>Customer Compliment</th>
<th>Perform Safety Audit</th>
<th>Presentation</th>
<th>Perfect Job Audit</th>
<th>Safety Suggestion</th>
<th>Mgmt Disc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>25</td>
<td>25</td>
<td></td>
<td></td>
<td>375</td>
<td>200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100</td>
<td>825</td>
</tr>
</tbody>
</table>

Auction Ended: **August 02, 2013 05:00 PM CDT**

**All Items:** Displaying 61 - 80 of 61 items

<table>
<thead>
<tr>
<th>Bid</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bid</td>
<td>$800.00</td>
</tr>
<tr>
<td>$200.00</td>
<td><strong>SOLD</strong></td>
</tr>
</tbody>
</table>
Monthly Incentive Topics

- Jan 2014 - Safety Word Puzzle
- Feb 2014 – Safety Bingo/VPP Questions.
- Mar 2014 - VPP Word Puzzle
- Apr 2014 - Safety BINGO/ What does VPP mean to you?
- May 2014 – Shooting for the Star Word Puzzle/Perception survey
- Jun 2014 - Why I work Safe calendar 2015
- Jul 2014 - Summer Safety word solve
- Aug 2014 – Why I choose to work safe Poster.

I have learned that safety must be taken into consideration with everything that we do. It must be practiced every minute of the day. It is always changing to meet our ever changing work scopes. Training never stops. Accountability is key. Management must lead by example and support. It takes a team to make it work. You cannot memorize it. It is a learned experience. E. Wolfe
Employee Engagement

Monthly Incentive (July 2013)

Photos Of Safe Work At Home Or At Work
ONE SECOND CAN CHANGE A LIFETIME
MAKE IT COUNT!

“If it’s not safe…"

OUR ACTIONS OR INACTIONS MAKE A DIFFERENCE!
We are not doing it”
# Employee Led Training

## Training Topics

<table>
<thead>
<tr>
<th>Name</th>
<th>Topic</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>M. Victor</td>
<td>Emergency Preparedness and response</td>
<td>In Iowa</td>
</tr>
<tr>
<td>Q. Hughes</td>
<td>Contractor Oversight</td>
<td>In Iowa</td>
</tr>
<tr>
<td>T. Grubbs</td>
<td>Management Leadership</td>
<td>Aug 2</td>
</tr>
<tr>
<td>A. Porro</td>
<td>Elements of VPP</td>
<td>Aug 5</td>
</tr>
<tr>
<td>T. Henry</td>
<td>Hazard Reporting System</td>
<td>Aug 9</td>
</tr>
<tr>
<td>A. Henley</td>
<td>Sample Pulling</td>
<td>Aug 12</td>
</tr>
<tr>
<td>N. Alfaro</td>
<td>Self Inspections</td>
<td>Aug 16</td>
</tr>
<tr>
<td>T. Richardson</td>
<td>Employee involvement plan</td>
<td>Aug 19</td>
</tr>
<tr>
<td>T. Porro</td>
<td>Lab Packing</td>
<td>Aug 23</td>
</tr>
<tr>
<td>T. Grubbs</td>
<td>Contractor Oversight</td>
<td>Aug 26</td>
</tr>
<tr>
<td>V. Gil</td>
<td>Hazard Prevention</td>
<td>Aug 1 – 30</td>
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</table>
Employee Lead Training

Employee Engagement
L&M Technologies partners with the NASA customer to provide the following services:

Freight and Vehicle Operations
  Driver Services
  Shipping (Outbound Freight)
  Receiving (Inbound Freight)
Loadmaster – Super Guppy
Transport
Redistribution & Utilization
Property & Help Desk
Special Events
Supply Operations
  Work Control
  Furniture
Moving & Hauling
Temporary Storage
Gas Cylinder storage
Supply Bond Room
Logistics Operations
Who We Are

- L&M Technologies is the Prime Contractor for NASA’s Logistics Contract at Johnson Space Center, Houston, TX.
- The Eagle Eye Committee was established in 2008.
- Membership consists of employees that represent the following areas:
  - Transportation & Support Services
  - Property Management
  - Supply Management
  - Redistribution & Utilization (R&U)
  - Procurement
  - Freight & Vehicle Management
Eagle Eye Functions

• Maintain log books in all Logistics areas for employees to report concerns
• Work with Management to help get Safety issues/concerns resolved
• Annual safety inspection of all Logistics Operations buildings
• Participate in JSC Safety Fairs
• Alternate member to JSC Safety & Health Action Team (JSAT)
• Support Employee Recognition Program
Eagle Eye Accomplishments

• Identified a communications issue at Gas Cylinder Storage Facility. Initiated installation of an emergency phone.

• Identified forklift/pedestrian hazard at Central Receiving. Initiated installation of a rail to protect the walkway.

• Identified slip hazard at Gas Cylinder Storage emergency eyewash/shower station. Initiated application of non-slip material.
Eagle Eye Events
JSC Contractor Safety Awards

Safety Excellence Award
(Self nomination, must meet criteria)

Contract Performance is Measured in Three Areas:

Section I - JSC/OSHA Performance Metrics
Both the TCIR & DART rates must be at least 50% below the BLS Average for the site’s NAICS code

Section II - JSC Meeting Participation
CSF, CASC, JSAT

Section III - Safety Best Practices, Innovations & Service to the JSC Community

2012 – Nova   2013 – Nova

<table>
<thead>
<tr>
<th>Total Points</th>
<th>Award Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - 6</td>
<td>Stellar</td>
</tr>
<tr>
<td>7 - 9</td>
<td>Nova</td>
</tr>
<tr>
<td>10 or greater</td>
<td>Super Nova</td>
</tr>
</tbody>
</table>
JSC Contractor Safety Awards

Special Selection Process by the Judges

2009 Innovation Award Honorable Mention – JHA Process

2011 Innovation Award – Forklift Safety Event

2012 Innovation Award – Driver’s Safety Event
Annual Event - Forklifts

3rd Annual Forklift Safety Awareness Day

Drivers: Safe Obstacle course competition
Non Drivers: Forklift driver quiz
All: Free blood pressure screenings and Wellness information

Date: Wednesday, February 20, 2013
Time: 8:00 a.m. - 12:00 p.m.
Place: Building 336
Licensed Driver Events

Obstacle Course
Place cone with a ball on the forks, if the ball drops, driver must shut down forklift, get off and reposition the ball and continue.

Basketball Lift
Use the sit-down forklift, place the basketball on a pallet with an upside down wastebasket and place the pallet on a warehouse rack.

Basketball Shoot
Use a stand up forklift to place the basketball on the forks and drop the ball into the elevated waste basket.

Operator Events:

Forklift Relay
Using the manual hand jack and sit down diesel, move objects from one stop to the next.
Licensed Driver Events
Licensed Driver Events
Non-Operator Events

Quizzes were designed to heighten warehouse safety awareness, give non-operators a better understanding of what forklift operations involved, and to give non-operators tools to assist with making forklift operations safer and more efficient. Quizzes included the forklift operator exam.
New Focus – Vehicle Drivers’ Safety

Training Target Areas

- **Toolbox Talks**: All departments focused on driving safety topics: hand signals, awareness, etc...
- **Transportation Manual**: Team reviewed the Transportation Driving Manual
- **GSA Driving Tips**: A summary of the GSA document was reviewed
- **Signed Agreement**: All drivers signed the Driver’s Refresher Training Agreement
- **Driving Practicum**: Drivers & Helpers were observed in action while Observers rated their performance
Driver’s Safety Awareness Event

Streamlined efforts

- Toolbox Talks
  - Driver’s Services
  - Furniture Property
  - Receiving Transportation

- Transportation Manual
  - Furniture Receiving Transportation

- GSA Driving Tips
  - Driver’s Services
  - Furniture Property
  - Receiving Shipping Transportation

- Signed Agreement
  - Driver’s Services
  - Furniture Property
  - Receiving Shipping Transportation

- Driving Practicum*
  - Furniture Shipping Transportation

*Practicum only included Drivers that drive into/out of dock wells.
Practicum Exercise

- A narrow path of cones was placed in front of the loading dock.
- Vehicles were required to back up to the dock without touching the cones.
- The Helper was required to guide the Driver successfully into the dock area and then pull away from the dock.
All vehicles were utilized
Success!!

- We have 30 signed Agreement Forms
- We had 24 drivers participate at the B421 Practicum
- 100% of drivers passed the B421 Driving Practicum
Conclusion

- Eagle Eye Team partners with Management to increase the focus on safety
- Employees participate in events that are fun and teach about safety
- This combined effort encourages early reporting of any mishaps and...

Low/No “Days Away” or “Lost Time Case Rate” *

* 2,580 days 3/1/2008 thru 3/24/2015

First day of lost time was 3/25/2015 due to another organization not following procedures.
Questions?
Walk the Talk!

NOTICE

Asking me to overlook an at-risk behavior would be asking me to compromise my entire attitude toward the value of your life.
Don’t Rest on Past Successes – Keep Reaching for the Stars!!!
Thank You for your Attention!

Take care, and Safe Travels!
Questions ????