



# What is an OSHA Challenge: Getting Ready for VPP

Speaker:

Ed Parsons  
OSHA Challenge Coordinator  
Gulf Coast Safety Institute

# Course Objectives

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- At the completion of this session the attendees will be able to:
  - describe the OSHA Challenge Program;
  - explain how to become an OSHA Challenge Participant;
  - use the OSHA Challenge Tracking Participants Status (OCTPS) form to complete a gap analysis on their safety and health management system.

# OSHA's Cooperative Programs



# New Roadmap

- OSHA Challenge Program (2004)
  - Open to any company regardless of size, type or incident rate
  - Administration of the Program by non-profit groups such as safety councils and academic institutions
  - OSHA has limited involvement
  - Two tracks – General Industry & Construction





**VPP**

**OSHA Challenge Program  
Stage 3  
(Evaluate & Improve)**

**OSHA Challenge Program  
Stage 2  
(Design & Implement)**

**OSHA Challenge Program  
Stage 1  
(Analysis & Plan)**



# Challenge Program Verification

- Verification is completed during or at the end of each stage
- May be conducted by Administrator or Coordinator
  - May have assistance of other SGEs or Challenge participants
- Verifications consist of review of the safety & health management system.
  - No employee interviews are conducted
  - No site evaluation/walkthrough is mandated



# Elements of Challenge

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- Management Leadership & Employee Involvement
- Worksite Analysis
- Hazard Prevention & Control
- Safety & Health Training



# Challenge Recognition

- Company Name on Challenge [website](#)
- Completion of each stage
  - Stage 1 – Letter from Area Director
  - Stage 2 – Letter for Regional Administrator
  - Stage 3 – Letter from Asst. Secretary of Labor – OSHA







## How to become an OSHA Challenge Participant

# Application Process

- Submit to Challenge Administrator
  - Letter of Commitment
  - Candidate Information Form
  - OSHA 300 Baseline Information.
- OSHA reviews Commitment letter and notifies Challenge Administrator.
- Company name is placed on OSHA website.



AN OSHA COOPERATIVE PROGRAM

# Commitment Letter (Example)



## **The Dow Chemical Company**

2301 N. Brazosport Blvd.  
Freeport, Texas 77541-3257

Tuesday, February 26, 2008

Challenge Program Coordinator  
Directorate of Cooperative and State Programs (DCSP)  
Occupational Safety and Health Administration, Room N3700  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

### ***Statement of Commitment:***

*The Management of The Dow Chemical Company's Texas Operations is committed to continually improving its safety and health performance and providing a safe and healthful workplace for our employees. Safety and health are paramount to our corporate vision and mission. Management hereby states that we will strive to successfully complete the three stages of the Challenge Program for General Industry, provide the necessary data and documentation to our Administrator, Gulf Coast Safety Institute, and keep our Administrator informed of our progress. We also will involve our employees and contractors in the Challenge process. We are excited to be involved in voluntary efforts with OSHA, and look forward to reaching our ultimate goal of VPP Star Certification.*

Sincerely,

A handwritten signature in black ink that reads "Gary Heckstra".

**Gary Heckstra**  
The Dow Chemical Company  
Texas Operations  
Vice President and Site Director

A handwritten signature in black ink that reads "Linda Bartholome".

**Linda Bartholome**  
The Dow Chemical Company  
Texas Operations  
Responsible Care Leader

# Candidate Information Profile (Example)



## Challenge Pilot Candidate Information Form

Section 1. Candidate Information	
Candidate Name	My New Company
Site Address	1234 My Company Way, Hometown AA 12345
Site Manager Name	The Donald
Site Manager Title	The President
Company/Corporate Name (If different from above)	The Big Company
Company/Corporate Address	1 Big Company Drive, Your Town AA 23456
Administrator Name	Gulf Coast Safety Institute

Section 2. Challenge Candidate Contact Information	
Candidate Contact Name	GI Joe
Candidate Contact Title	Safety Manager
Candidate Contact Phone Number	123-456-7890
Candidate Contact Fax Number	123-456-7891
Candidate Contact E-mail Address	<a href="mailto:gi.joe@gmail.com">gi.joe@gmail.com</a>

Section 3. Collective Bargaining Representative	
Union Name and Local #	NA
Agent's Name	
Agent's Address	
Agent's Phone Number	
Agent's Fax Number	
Agent's E-mail Address	

Section 4. Employees	
Number of Employees	100
Number of Contract Employees	10

Section 5. Type of Work and Products/Services		
<i>Please provide a comprehensive description of the work performed at your site, the type of product produced, and/or services provided, and the typical hazards associated with your industry. Also provide your SIC and NAICS.</i>		
Description	SIC	NAICS
My New Company makes things that no one else can make. The hazards of working here are slips, trips and falls, cuts/abrasions to hands and arms.	1234	123456



# OSHA 300 Log Form (Example)

## Challenge Pilot Program OSHA 300 Baseline Information\*

Candidate Name

### REQUIRED DATA

Most Recent Complete Calendar Year of Data

G	H	I	J	K	L	M:1	M:2	M:3	M:4	M:5
0	0	0	5	0	0	5	0	0	0	0

Total Hours Worked  TCIR  DART

### OPTIONAL DATA

Previous Year's Data

G	H	I	J	K	L	M:1	M:2	M:3	M:4	M:5
0	1	0	2	6	0	3	0	0	0	0

Total Hours Worked  TCIR  DART

Data from Two (2) Years Previous

G	H	I	J	K	L	M:1	M:2	M:3	M:4	M:5
0	3	4	5	25	10	12	0	0	0	0

Total Hours Worked  TCIR  DART

**3-Year Average** TCIR  DART

\* - OSHA will use this information to track the progress of OSHA Challenge Candidates. It will NOT be used for enforcement purposes.



# OSHA Challenge Administrators

# Challenge Administrator

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- Who?
  - Corporations, nonprofit/educational associations, and federal agencies.
- Why?
  - Work with sites in your own company to achieve SHMS progress or VPP
  - Assist other companies in achieving SHMS progress or VPP
- How?
  - Submit letter of application to OSHA

# Challenge Administrator

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- Other important info
  - Administrators may not be private safety and health consultants or for-profit associations.
  - Administrators cannot charge for time.
  - Administrators can charge for reasonable expenses, e.g. mileage, meals, hotel
- How to find one?
  - OSHA Challenge webpage  
<https://www.osha.gov/dcsp/vpp/challenge.html>



# What does an Administrator do?

- Process applications, annual reports
- Mentor/coach by answering questions via email, phone and in-person when possible
- Conduct meetings with management teams to help them understand the benefits of the OSHA Challenge Program.
- Hold quarterly meetings (in person & phone conference)\*
- Hold training for coordinators\*





## Electronic Tools

# Forms

- The “Octopus”
  - OSHA Challenge Tracking Participants Status (OCTPS)



# OCTPS



	A	B	C	D	E	F	G	H
1	<b>Challenge Pilot</b>							
2	<b>Stage I Tracking Form</b>							
3								
4								
5	<b>Participant Name</b>		<b>Administrator Name</b>		<b>Report Period</b>			
6	[Insert Participant Name]		[Insert Admin. Name]		<b>Time Period</b>	[Enter Time Period]		
7					<b>Year</b>	[Enter Year]		
8								
9	<b>Stage I -- Management Leadership and Employee Involvement</b>							
10	<b>1. Management Commitment - Actions Required</b>					<b>Participant Status</b>	<b>Administrator Status</b>	
11	1. <b>Safety and Health Mission Statement.</b> Develop, issue, and communicate a Safety and Health Mission Statement (ie,					<b>No Action Taken</b>	<b>No Action Taken</b>	
12	defining where the site wants to be)							
13	<b>Participant Goal:</b>					<b>Date Completed:</b>		
14	<b>Participant Actions Taken:</b>							
15	<b>Administrator Narrative:</b>							
16	2. <b>Safety and Health Policy Statement.</b> Develop, issue, and communicate a Safety and Health					<b>No Action Taken</b>	<b>No Action Taken</b>	
17	Policy Statement (ie, what the site commits to doing)							
18	<b>Participant Goal:</b>					<b>Date Completed:</b>		
19	<b>Participant Actions Taken:</b>							
	<b>Administrator Narrative:</b>							

# Contact Information

Cindy Lewis

OSHA Challenge Administrator  
Director, Gulf Coast Safety Institute  
College of the Mainland  
Texas City TX

[clewis1@com.edu](mailto:clewis1@com.edu)

409-933-8495

Ed Parsons

Outreach Program Coordinator  
Gulf Coast Safety Institute  
College of the Mainland  
Texas City TX

[eparsons@com.edu](mailto:eparsons@com.edu)

409-933-8372

[www.com.edu/gcsi](http://www.com.edu/gcsi)

<http://www/gcsi/osha-challenge-program>



Questions?

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