

## Steps to take **BEFORE** submitting an application for VPP

The following steps should be taken before any company/facility sends a VPP application to be reviewed by the KY VPP Administrator. “Cold” applications will be returned to sender. Please review carefully and plan accordingly. Also, please keep in mind the Partnership Branch has very limited resources and is actively engaged with many companies. Because of this, it may take several weeks to schedule a visit from the date of the initial request.

1. Contact Brian Black, VPP Administrator, or Danny Vernon, Partnership Branch Manager.
2. Schedule a plant tour/walkthrough with the VPP group.
3. Schedule a stakeholders meeting with management and labor officials (if a union site) and KY OSH VPP representatives to discuss the VPP process and answer any questions employees may have.
4. Schedule an in-depth injury and illness records review to ensure the three (3) year average is below your industry’s average as required for participation.
5. Schedule a cultural analysis survey so we may garner information on the safety culture at the site.
6. Schedule VPP auditor training for teams of employees at your site. This helps us train employees in the ways of hazard auditing and strengthens their understanding of the audit process and helps greatly in their ability to recognize and record hazards.
7. Contact at least one current KY VPP STAR site (we can help facilitate this) and schedule a visit to their facility to form a mentoring relationship.
8. Posting at the facility of an “Intent to Participate in VPP” notice. This posting is provided by the VPP Administrator and should be posted a minimum of 30 days for all sites, and as many as 90 days for larger, more complex sites.

Several of the steps listed above may be combined on one visit, however; at a minimum this process usually requires three (3) site visits from KY OSH VPP representatives to complete. This process is used to help form strong, viable VPP candidates and help facilitate a good, healthy working relationship between the KY OSH VPP team and the requesting site. It also gives the VPP team an opportunity to evaluate the requesting site and give feedback and advice on where they stand at that point in time in relation to successfully meeting the VPP requirements and completing the VPP audit process. Some companies may require more time and effort before they can successfully meet the VPP requirements, but; if given the time, proper tools and information while working with the KY OSH VPP team many companies can successfully build a strong VPP program and become a valuable member of the VPP family

### **\*\*IMPORTANT NOTE\*\***

Please be aware that the Kentucky VPP STAR program is a state plan program. As such, the Kentucky VPP STAR program may require certain criteria not found in other state plan or Federal plan programs. The Kentucky VPP STAR program has also been recognized as one of the most stringent and detailed programs in the country. Please keep these factors in mind when considering VPP and know that these factors make it even more important to adhere to the pre-application process noted above.