



# KCSO VPP Process



- **Kansas City Site Office:**  
**50 employees (currently 42)**
- **Contract oversight of contractor:**  
**~ 2,500 employees**
- **Kansas City Plant:**  
**Manufacturing facility in residential area**
- **Contractor:**  
**Responsible for operations and maintenance of 3.2M ft<sup>2</sup> facility**



TENANT	SQ. FT.
DOE/KCD	3,199,381 (135.8 ACRES)
GSA	584,000
USMC	183,000
IRS	480,000
FAA	16,490
NARA	145,000



# KCSO VPP Process

## Why?



- Reports from federal agencies that received STAR status at VPP National Conference
- Met the criteria for safety programs and performance
- Mentored on-site subcontractor application process (similar scenario of office workers who are in the plant on a routine basis)



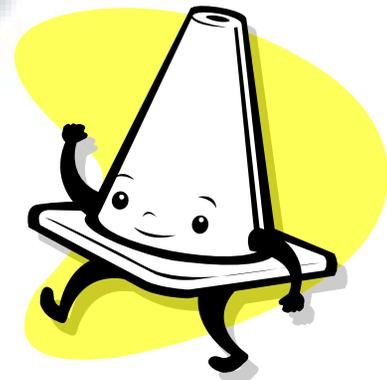


# KCSO VPP Process

## Potential Benefits



- Increase safety awareness with all site office staff
- Look internally as well as at contractor for issues
- Compliments KCP initiatives to rely on industrial standards and third party assessments
- Gain more credibility with contractor
- Create positive visibility for the KCSO





# KCSO VPP Process

## Process



- **Confirmed with DOE/VPP that KCSO needed to apply through the OSHA VPP**
- **Sent notification letters to OSHA Region VII, DOE, and NNSA to inform them of our intent to apply**
- **Attended Application Workshop at the Region VII Conference**

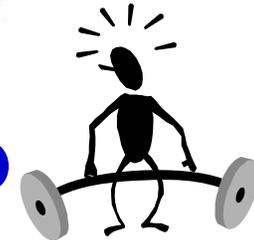


# KCSO VPP Process

## Steps



- Created four person team: One from each division
- Identified strengths:
  - Thorough FEOSH program
  - Excellent historical statistical performance
- Identified weaknesses:
  - No standing safety committees in KCSO
  - Critical review of contractor but no internal review





# KCSO VPP Process

## Application Challenges



- **Documenting relationship between KCSO and contractor**
  - **Responsibility for maintaining office space**
  - **Support such as ergonomics, medical, safety hotline, hazards assessments**
- **Typical weak areas as discussed in workshop**
  - **Written assurances from management/labor**
  - **Employee participation**
  - **Self-inspections**
  - **JSA/JHA**
  - **Health Program**
  - **Contractor Safety**
  - **Medical Program**





# KCSO VPP Process

## On Site Visit



- **Team of three people – Two OSHA, One SGE**
- **VPP Manager had been on site**
  - **Understood relationship between KCSO and contractor**
  - **Comfortable with contractor VPP and safety programs**
- **Walked office space looking for OSHA violations**
  - **Relocatable power taps (power strips)**
  - **Electrical panel in vending area**
  - **Contractor was able to abate the electrical panel while team was on site**
  - **KCSO removed all power strips immediately**





# KCSO VPP Process

## Final Report



### ➤ Two areas of excellence

- Hazard reporting
- Ergonomic office improvements

### ➤ Recommendations

- Various means of employee involvement
- Participate in SGE program
- Inspection program done monthly, formalize
- JHA for quality inspectors while on the floor
- Training is overseen, tracked to completion by a KCSO staff
- Use of power strips





# KCSO VPP Process

## Changes Made



- **Changed inspection program**
  - **Quarterly to cover entire office by a small team of volunteers**
  - **Monthly by one person who rotates**
  - **More formal documentation**
  - **Documented follow up on items noted**
- **Wrote JHA - How to Perform KCSO Oversight Activities at the KCP**
- **Created KCSO VPP Steering Committee**





# KCSO VPP Process

## Continuous Improvement



- **Intervention program: Rewards for identifying and acting on safety concerns**
- **Annual Report**



