

Tips for Completing an Annual Self-Evaluation

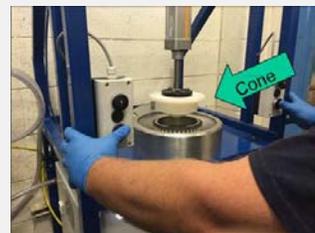
An annual self-evaluation is necessary to assess the effectiveness of your safety and health management system and Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) efforts at the end of each calendar year. Use the tips in this handout to help you plan, execute, and complete your own self-evaluation.

COLLECT INFORMATION

- Review the OSHA-suggested [annual evaluation format](#), or reach out to your OSHA VPP Regional Manager for a region-based format
- Refer to OSHA's [Site-Based Participation Evaluation Report](#) to identify each VPP sub-element
- Break the evaluation into manageable sections by assigning a knowledgeable person(s) to investigate and write a narrative for each VPP sub-element (e.g., assign Predictive/Preventive Maintenance sub-element to facilities and equipment maintenance personnel)
- Decide how to keep track of each assignment
- Communicate roles and responsibilities, as well as annual self-evaluation expectations, to knowledgeable person(s)
- Instruct knowledgeable person(s) to focus on the calendar year and:
 - Review safety & health (S&H) documents
 - Interview employees
 - Make site observations
- Inform knowledgeable person(s) to review:
 - Changes and improvements made since last calendar year
 - Progress made on any recommendations for improvement identified in last year's annual self-evaluation
 - Status of related S&H goals and objectives
 - Employee knowledge at all levels
 - Strengths and weaknesses
 - Success stories and best practices
 - Potential improvements needed
 - Overall effectiveness of the entire sub-element
- Ask knowledgeable person(s) to use the gathered information to write a narrative description for their assigned VPP sub-element
- Collect pictures to show best practices, improvements, significant events, and success stories
- Provide responses to [Process Safety Management Supplement A](#), if your organization falls under the [OSHA PSM standard](#)

Example Best Practice Excerpt

Wheel Bearing Packer
at Altus Air Force Base



Images courtesy of Altus Air Force Base

This equipment reduces repetitive motion and ergonomic strain to the employees by eliminating the need to manually pack grease into the wheel bearing. Since implementing the wheel bearing packer, we have completed this task more efficiently, saving production man-hours, in addition to significantly reducing a hazard.



COMBINE COLLECTED INFORMATION

- Designate one person to collect, review, and organize all submitted assignments
- Incorporate the narratives into the annual self-evaluation document

Example Annual Evaluation Excerpt

Section D, 4. Safety and Health Training, b. Supervisors

Description – In August, we implemented a revised Supervisor’s Safety Course in our electronic learning management system, which delivers the training. We revamped our training after identifying a gap of knowledge in certain topic areas in last year’s annual self-evaluation. We updated our course to include supervisory safety and health responsibilities, such as self-safety inspections, conducting JHAs, and emergency preparedness and response. So far 51% of our supervisors received training on the new Supervisor’s Safety Course. The last 49% are scheduled to take the course in January of the coming calendar year. We revised our training matrix to show the Supervisor Safety Course as a mandated training item. We also updated the learning management system to automatically schedule any new supervisors for this training (once their position is updated in the system) within 30 days of their supervisory assignment.

Effectiveness – Effective, but improvements needed

Goal for Improvement – Ensure the remaining 49% of supervisors complete the assigned Supervisor Safety Course. Run a periodic training report to ensure new supervisors are scheduled and complete Supervisor Safety Course training within 30 days of assignment.

Owner(s) – Department Heads and Training Manager

Target Date for Completion – 31 January 2022 and quarterly

REVIEW THE FINAL ANNUAL EVALUATION

- Review the annual self-evaluation from start to finish (some organizations use their S&H committee to do this review)
- Present the completed annual evaluation to upper management and the union for review
- Revise or create new organizational S&H goals and objectives, based on evaluation findings
- Communicate your S&H goals and objectives to the workforce
- Take action on identified recommendations for improvement

For additional information on the SMCX’s services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.

VPP participants:

Submit an annual evaluation to your OSHA Regional VPP Manager by February 15 each year.

VPP pursuers:

Complete at least one annual evaluation before applying for OSHA VPP approval; be sure to attach it to your OSHA VPP application.