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| **Course Name:** | Train the Trainer - Voluntary Protection Programs (VPP) Implementation and Sustainment (I&S) Course |
| **Delivery Method** | Distributed learning through self paced training modules |
| **Course Length:** | Thirteen (13) modules must be completed within 30 days of start of the training. |
| **Class Size:** | Open |
| **Recommended Background/Experience** | * Knowledge of the Cooperative and State Programs – VPP Policies and Procedures Manual * Prior experience with VPP implementation at a site applying for the Occupational Safety and Health Administration’s (OSHA) Voluntary Protection Programs (VPP) Star Status * Safety Background |
| **Audience:** | This course is primarily intended for all military and civilian personnel interested in training others in implementing the requirements and sustaining the benefits of VPP within their organizations. All attendees will benefit by gaining a better understanding of the OSHA recognition programs as well as the ability to recognize the attributes of “best in class” safety programs. |
| **Course Description:** | The first module will be a live one and half hour module conducted by a Training Coordinator introducing the Implementation and Sustainment Course via Webinar/Internet. The introduction outlines the course objectives, expected outcomes, materials to be provided, course calendar, points of contact, basic training techniques, and answers any questions of the course registrants. The thirteenth and final session of the training will be the only other group live session conducted by a Training Coordinator.All other modules will be downloaded by each student and completed by the student at the student’s own pace. At the completion of the final module each student will be emailed a multiple choice test to evaluate the student’s comprehension. Tests will need to be completed with 48 hours of being sent. A score of 80% is proposed for receiving a certification to train others using the VPP Implementation and Sustainment training modules. All participants shall receive a certificate of participation regardless of test score. |
| **Course Outline:** | Module One  1. Course Delivery Concept & Overview  2. Question and Answer Session  Modules Two – Twelve   1. Self paced modules   Module Thirteen  1. Course Review  2. Question and Answer Session  2. Test and Survey Dissemination  All needed course material will be made available through the vppxc.org website. |
| **Modules:** | The following PowerPoint training modules will be located on the vppcx.org website. Below is the suggested order of the presentations:   * Course Introduction and Classroom Management * VPP Overview * Conducting a Baseline Assessment * Federal Register Notice (FRN)/Cooperative and State Programs (CSP) – VPP Requirements * Mentorship * VPP for Industrial Hygiene/Occupational Health * Conducting a Training Needs Assessment * Recordkeeping Basics * Assuring Union & Employee Involvement in Safety * Contractor VPP Criteria * Annual VPP Self-Evaluation * Promoting and Sustaining VPP * Course Review and Wrap-up |
| **Modules** | |
| **Course Introduction and Classroom Management** | Instruction in classroom techniques and guidelines in course delivery will be provided in the initial training module. Attendees will receive instruction on how to best present the VPP general concepts and program benefits to students with varying levels of knowledge, experience and educations. Techniques will be provided on how to best train students with diverse backgrounds and from varying age groups. This is only one of two modules to be presented with a live instructor via the Web/Internet.  Approximate Time: 90 Minutes |
| **VPP Overview** | This module explains the basis of OSHA’s VPP. Topics include the background and relevance of VPP to DoD the VPP Star and Merit Programs, VPP benefits and current statistics, current participants in VPP and the four elements of an effective Safety and Health Management System.  Approximate Time: 50 Minutes |
| **Conducting a Baseline Assessment** | The VPP Baseline Assessment Process module provides the Instructor with guidance into presenting the DOD VPP CX initial assessment process. Topics will include how to prepare, conduct and communicate findings of the baseline assessment.  This third module will provide the Instructor with an overview of the significant elements to highlight or stress when presenting “How to Conduct a VPP Assessment”. Topics will include how to prepare, conduct and communicate findings of the assessment.  Emphasis is placed on creating a positive view by the students of the benefits of conducting the assessment. Special emphasis is provided in managing expectations of the Stakeholders.  Approximate Time: 20 Minutes |
| **Federal Register Notice (FRN)/Cooperative State Policies (CSP) –** | This module will focusing on describing the different sections of the FRN for VPP, highlighting the differences between Star and Merit recognition, listing the program elements that will be assessed during the pre-approval onsite review, and referencing the CSP to prepare for the OSHA onsite visit.  Approximate Time: 15 Minutes |
| **Mentorship** | In this module instructors will explain to students the mentorship purpose, the roles and responsibilities of a mentor, list areas mentors are not responsible for, and explain the mentor selection process.  Approximate Time: 20 Minutes |
| **VPP for Industrial Hygiene/Occupational Health** | Industrial Hygiene and Occupational Health are stressed in this module as elements most often missing or only partially implemented at many sites. Students receive instruction on methods to involve stakeholders and communicate results to employees and management. The Instructor will emphasize that IH results are use to determine selection of controls and to determine if controls are adequate.  Topics include recognizing where IH and OH can best help your organization achieve its VPP goals, improving relationships with management and employee, suggesting areas for improvement to IH and OH programs and understanding the implications of the Right to Know.  Approximate Time: 20 Minutes |
| **Conducting a Training Needs Assessment** | Instructors will describe why a training needs assessment is required by OSHA for VPP as well as identifying the key elements of a training needs assessment, describe the difference between a training instruction/plan and the training needs assessment identifying tools and resources for conducting the training needs assessment, and describe how to conduct a basic safety and health training needs assessment  Approximate Time: 40 Minutes |
| **Recordkeeping and NAICS Basics** | This module provides trainers insight into the subtle nuances in preparing and recording injury data to meet OSHA requirements. Topics include the history of OSHA recordkeeping, recordkeeping goals, recordable and non-recordable incidents, accurate injury and illness records, requirements for NAICS code determination, comparison of Total Case Incident Rate (TCIR) and Days Away, Restricted, and Transferred (DART) case rate.  Approximate Time: 40 Minutes |
| **Methods of Union & Employee Involvement** | This module provides guidance to trainers in assisting their students in identifying unionand management misconceptions and roadblocks, identifying employee participation requirements, describing to students communication tips for unions and employees, explaining the value oftraining mentors and union leaders, and assisting students in identifying ways to encourage meaningful union and employee involvement.  Approximate Time: 30 Minutes |
| **Contractor VPP Requirements** | This module provides guidance to trainers in assisting their students in the VPP criteria for contractor management. These criteria include ensuring all workers (including contract workers) are provided equal, high-quality safety and health protection; employees and contractors demonstrate an understanding of and are able to describe the fundamental principles of VPP; contract workers must be provided with safety and health protection equal in quality to that provided to government employees; and that contract workers should already be meeting OSHA requirements.  Instructors are cautioned to stress to their students that this does NOT mean contractors have to also be VPP Star  Approximate Time: 20 Minutes |
| **Annual VPP Self Evaluation** | Instructors will assist students in understanding how the VPP self-evaluation requirements compare to student’s written safety and health program, stress the key elements in assessing your program and discuss with students the importance of the annual self-evaluation. Special emphasis is placed on how the e-tool can assist the students in conducting the annual self-evaluation process  Approximate Time: 30 Minutes |
| **Promoting and Sustaining VPP** | Instructors in this module stress the importance of establishing a VPP Communication Plan including distribution of the VPP implementation strategy from the commander level to shop level. Instructors provide specific examples illustrating, VPP news items, VPP Facts, Success stories and Promotional Ideas.  The module will also describe ways on how to maintain the VPP culture once a site has reached Star Status.  Approximate Time: 20 Minutes |
| **Course Review/Wrap-up** | This is the final module of the course to go over any questions students may have encountered before the test is released. This module will be presented with a live instructor via the Web/Internet.  Approximate Time: 60 Minutes |