

Now **ASK** *Yourself*

What is VPP?

What are the 6 VPP Elements?

Why is VPP important to me?

How do I participate in VPP?

What are VPP Days?

3400 East Second Street
Benicia, CA 94510

**ALWAYS EARNED,
NEVER GIVEN**



Promoting the VPP Message

When I hired on with Process Operations in May 2006, it had only been a couple weeks since Valero Benicia Refinery's initial VPP Certification audit visit. Just months later, we were celebrating the refinery's official approval as a Cal/Star participant.



I quickly learned the importance of a positive workplace safety culture & the value of the safety messages conveyed through the workforce.

One key message I heard was, "Safety is a core value." Since priorities can change, the idiom of Safety as a priority was no longer the motto. The message was not

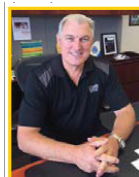
"Safety first," but "Safety always."

VPP embodies this very concept of Safety being at the core of all we do – embedded in our culture, policies, and programs irrespective of profit or productivity – along with the principle of going above & beyond... This is the heart of the VPP message I received when I started working at Valero and is the continued VPP message I hope to impart.

Michelle Zapanta
Lead VPP Coordinator
Extension 7920

Message from the Refinery Manager

I was named Safety Manager at Benicia Refinery in 1999. Valero soon acquired the refinery and we began working toward our first Cal/OSHA Voluntary Protection Program (VPP) Star Site certification.



The focus Valero put on safety here and throughout the corporation changed my life forever. I now see activities very differently, analyzing risk in everything that I, my friends, and my loved ones do – all the time. Whether I am at work or at play, I am constantly recognizing hazards & adapting to changing situations.

You don't have to be a former Safety Manager to live your life with better risk analysis and decision-making capability. As an employee or contractor here at Valero Benicia Refinery, you are asked to participate in VPP every day.

VPP relies on Management Commitment & Employee Involvement to be successful. It really comes down to caring enough for yourself and each other to participate in safety. As you review this VPP Guidebook, I hope you take note of key phrases like continual improvement, commitment and participation, active participation, above and beyond, and elite safety status. Safety is our focus. It's what we do. Thank you for participating in VPP!

Don Wilson
Vice President & General Manager



What is VPP?

The **Voluntary Protection Program (VPP)** recognizes employers and their employees for implementing safety & health programs that effectively prevent and control job hazards. In California, Cal/VPP programs go above & beyond Cal/OSHA standards and provide the best feasible protection at the site.

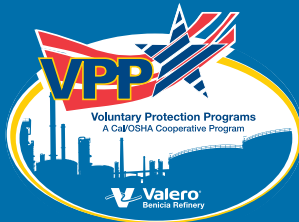
Achieving VPP Star status is the highest recognition, as Cal/Star participants are considered to be the leaders in the field of workplace safety & health.

Valero Benicia Refinery has been a **VPP Star Site** since 2006. Our continued commitment to VPP compels the continual drive to ensure our management, employees, and contractors stay safe, are engaged, and work together to implement the safest and best practices under every one of the **6 Cal/VPP Elements**:

- ★ Management Commitment
- ★ Employee Involvement
- ★ Worksite Analysis
- ★ Hazard Prevention & Control
- ★ Safety & Health Training
- ★ Continual Improvement

Did YOU Know?

Star Sites must maintain injury/illness rates below 90% of the three-year average for their industry and demonstrate how management, employees, and Cal/OSHA work together to continually improve worksite safety.



About Cal/OSHA



California's Division of Occupational Safety and Health (DOSH), known as Cal/OSHA, protects workers from health and safety hazards on the job in almost every workplace in California through research and standards, enforcement, and their consultation programs.

About the Cal/VPP Star Program

Cal/VPP recognizes leaders in occupational safety and health who are successfully protecting workers from death, injury, and illness by implementing comprehensive, effective safety and health programs. Annual evaluations and rigorous audits are required to maintain and renew Cal/VPP Star designations.



Every company's goal should be to reach Cal/VPP Star status. VPP Star sites share their experience and expertise to encourage others to work toward success of this goal, such as with the VPPPA (Voluntary Protection Programs Participants' Association).

See more online! regionixvpppa.org | vpppa.org

Did YOU Know?

While this guidebook serves as a helpful reference, more information can be easily found online! Go to our HSE Website and see more about our safety programs, processes, statistics, and more! You can also search "Cal VPP" on your internet browser.

Our VPP Days

How do you participate in VPP?

What are VPP Days?

VPP Days are specifically scheduled days when the entire refinery is asked to come together for a designated block of time to complete VPP projects and VPP worklist items at our site.

All employees, including upper management and supervisors & workers from across all the complexes/ departments, are asked to set aside time in their schedules in order to join in the efforts and camaraderie.

On VPP Days, above the daily tasks we all perform to keep our site in VPP condition and at Star status, we work collectively to accomplish a multitude of tasks ranging from signage replacement to equipment washing to road painting to tumbleweed removal...and much more! All in the VPP spirit of continual improvement!

Go to the HSE website for more pictures

Did YOU Know?

There are nearly two million companies in California and only 63 are VPP Star sites.

Only 0.003% of all the companies in California have earned and kept this elite safety status!

Understanding the VPP Elements shows you how your daily activities support VPP! *"I participate in VPP by..."*

- ★ Conducting JHAs
- ★ Doing pre-use inspections, e.g. fall protection, slings, electric cords, ladders
- ★ Doing HazRec inspections
- ★ Wearing the proper PPE
- ★ Doing required safety training
- ★ Identifying gaps and areas of improvement & completing action items to close the gaps
- ★ Participating in PSM activities such as PSSRs, MOCs, compliance audits, training, emergency planning and emergency response, incident investigations, or mechanical integrity inspections/analyses
- ★ Housekeeping, keeping aisles clear & workspaces clean
- ★ Being observed or doing SNAP behavior-based observations
- ★ Mitigating safety issues
- ★ Performing critical checks
- ★ Following procedures and completing paperwork such as safe work permitting and energy isolation forms
- ★ Using Stop Work Authority if you see someone "at risk"
- ★ Completing assigned safety tasks such as safety valves, fire equipment, safety showers, lighting, lubrication
- ★ Understanding emergency roles & procedures and performing emergency drills
- ★ Participating in committees, forums, & meetings for safety
- ★ Completing VPP and IH worklist items and projects
- ★ Submitting a safety suggestion or safety slogan

The 6 VPP Elements

★ **Management Commitment** through support of our safety and health programs is essential, demonstrating to our employees safety is a core value at all levels. Managers must be visibly involved, demonstrate safety leadership by being examples for our employees, and set high safety standards for all of our workforce.

★ **Employee Involvement** entails active participation in our safety programs & the ability to give input on and influence the development of these programs. Active participation is the key. This includes performing safety audits & behavioral observations as well as participating in our joint employee-management safety committees and forums.

★ **Continual Improvement** is the heart of VPP, as every VPP Star Site must demonstrate action from year to year in going above & beyond to continually improve the safety standards at the worksite.

★ **Hazard Prevention & Control** covers the prevention of exposure to workplace hazards and the hazard controls we put in place, engineered or administrative, such as PPE. The program and policy requirements include process safety management (PSM), preventative maintenance, medical monitoring, as well as emergency response.

★ **Worksite Analysis** involves regular inspection of our worksite's facilities and procedures, accident investigations, job hazard analyses, a system for notification of hazards, and the analyzation of important data trends to identify areas for improvement.

★ **Safety & Health Training** must be not only effective, but also include all of the employees potentially exposed to hazards on the job. How to identify hazards, what to do in an emergency, and how to properly use PPE are just some examples of safety training.