

*Voluntary Protection Programs
(VPP)*

*Special Government Employee
(SGE)*



*SGE Application
Revised October 2007*



**U.S. Department of Labor
Occupational Safety and Health Administration**

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Qualifications to Participate

All SGE applicants must meet the following qualifications:

- Experience in applying OSHA regulations
- Currently hold, or have held within the past two years, a leadership position(s) in the VPP activity at their site
- Positive interpersonal skills
- Sound reading and writing skills
- Physically able to perform team members' duties
- Management and/or corporate support for participating in the VPP SGE program

Safety and Health Professionals must meet these additional qualifications:

- Two or more years experience in the safety and health field
- Be employed in a position in which more than 50% of daily duties are dedicated to conducting or managing worksite or corporate safety or health activities
- Be a permanent, full-time employee of a VPP worksite, a current corporate office employee of a corporation that has one or more VPP worksites, or a current employee of a non-VPP worksite who was previously an employee at a VPP worksite within the same corporation

Process Safety Management (PSM) Specialist must meet additional qualifications:

- Be an employee who has successfully completed the OSHA Training Institute's (OTI) Course 3300, *Safety and Health in the Chemical Processing Industries* and Course 3400, *Hazard Analysis in the Chemical Processing Industries* or equivalent training or experience as demonstrated by education/job classification i.e, Process Safety Manager, Process Safety Engineer, etc.

Other SGE applicants must have the following qualifications:

- A permanent, full-time employee of a VPP worksite that has worked at a VPP site for a minimum of two (2) years
- Involved in at least three (3) of the following activities (or their equivalent):
 - ✓ Chair of safety/health committee
 - ✓ Experience working directly with the OSHA VPP on-site review team during the previous onsite review
 - ✓ Experience training others in safety and health procedures
 - ✓ Experience writing and reviewing Job Safety Analyses (JSA's) and/or Behavior Job Analyses (BJA's)
 - ✓ Experience coordinating accident investigations
 - ✓ Experience coordinating safety and health activities such as wellness days
 - ✓ Experience leading worksite hazard inspection teams
 - ✓ Other experiences that demonstrate a knowledge of safety and health management systems

Program Information

- SGE applicants must complete and submit an application to participate as an OSHA volunteer for VPP. Currently serving SGEs must re-apply to participate at the end of their term of service. A renewal letter will be sent to each SGE prior to their service expiration.
- Applications to participate as an SGE are processed four times per year. Applications must be received in the Directorate of Cooperative and State Programs, Office of Partnerships and Recognition on or before January 15, April 15, July 15 or October 15 of each year. If the deadline date falls on the weekend or a Federal holiday, applications are due on the first Federal business day following the applicable deadline date. Late applications will be held until the next submission deadline.
- All new applicants must attend training. A new SGE applicant will not be approved to attend training until his/her application has been approved by the OSHA's Office of Human Resources. Successful applicants will be notified by the SGE Coordinator of the date and location of training.
- The term of service for SGEs is three years. SGEs serve at the pleasure of the Assistant Secretary for Occupational Safety and Health Administration. Service is contingent upon the proper and ethical conduct of SGEs. The term of service for new SGEs begins upon successful completion of the SGE training course. The term of service for renewing SGEs is calculated from the approval date of their application.
- The Director of Cooperative and State Programs or his/her designee will disqualify from eligibility those applicants for whose employment or financial involvements may present a conflict of interest or the appearance of impropriety.
- As a member of a VPP Onsite Evaluation Team, a SGE may review company documents that describe or verify the worksite's safety and health program, conduct a walk-through of the work site to ensure the site's safety and health program is operating effectively; interview company and contract employees to determine their level of involvement in and perceptions of the worksite's safety and health program and assist in the preparation of a report that evaluates the worksite's safety and health program with respect to VPP criteria.
- Participation as an SGE on a VPP Onsite Evaluation Team should occur within the first 6 months of successfully completing the SGE 3-day training course. Assistance on additional VPP Onsite Evaluations is strongly encouraged. For SGE Appointment renewal, previous onsite participation will be considered.

Application Instructions and Checklist

The following forms must be **completed, signed and dated** in order for your application to be processed. This sheet and checklist is for your convenience. If you have any questions regarding the SGE Application, please contact the SGE Coordinator at (202) 693-2213. Please keep a copy of your application for your files and future reference.

- ✓ Please complete the SGE Eligibility Information Sheet.
- ✓ Include a copy of your most recently updated resume. Position-specific safety and health experience must be included either on your resume. **Failure to include position-specific safety or health experience may result in delays in processing your application or disqualification of your application. You must include your Social Security Number.**
- ✓ Please complete the "Executive Branch Confidential Financial Disclosure Report," (OGE Form 450). **Remember to sign and date the form.** The instructions for completing the form are located directly behind the form in your application packet.
- ✓ Please read "Principles for Ethical Conduct for Government Officers and Employees" and "How to Keep Out of Trouble: A summary of Ethics Rules for DOL Employees."

_____ Eligibility Information Sheet

_____ Resume

_____ Confidential Financial Disclosure Report

_____ Please verify that you have read and understood the Principles of Ethical Conduct for Government Employees

Please return these forms with a cover letter to:

U.S. Department of Labor – OSHA
SGE Coordinator
Directorate of Cooperative and State Programs
200 Constitution Avenue, NW, Room N-3700
Washington, DC 20210

SGE Eligibility Information Sheet

SGE Contact Information: (Check one) New SGE Renewing SGE

Your Name and Title: Last, First Mid Init. Job Title

Your Company Name: _____

Site Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ E-mail: _____

Social Security Number: - - Date of Birth (mm/dd/yyyy): / / _____

Professional and Practical Experience: Do you work at an: OSHA VPP Site DOE VPP Site

Your worksite's first official VPP approval date: _____ Your starting employment date: _____

Corporate-level SGE applicants, please provide the site name, address and approval date of the VPP site you control.

Based on the "Qualifications to Participate" (Page 3), are you applying as a safety or health professional? Yes No

Field(s) of Expertise (mark all that apply):

Safety Professional CSP Health Professional CIH PSM-Level 1 (see qualifications)

Ergonomics Construction Spanish-Speaking Maritime Other (specify):

If you are not applying as a safety or health professional, please list at least three of the required experiences from the "Qualifications to Participate" (Page 3) that you have participated in while working at your present VPP site.

Waiver of Claims Against the Government

I hereby waive any and all claims against the United States Government or the State in which I perform services, for any compensation on account of my services as an SGE rendered in connection with an onsite evaluation of an applicant to OSHA's VPP Program or a State Plan State's VPP Program.

Signature of Employee

Ethical Conduct for Government Employees:

I have read and fully understand the *Principles of Ethical Conduct for Government Officers and Employees* and *How to Keep out of Trouble: A Summary of Ethics Rules for DOL Employees*.

Signature of Employee

Management Contact Information:

Name of Manager/Supervisor: _____ Title: _____

Corporation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature of Manager/Supervisor

(Signature required. Signature implies concurrence with SGE applicant's qualifications.)

Form Approved
OMB# 1218-0239 Expired 4-31-08

Public reporting burden for this collection of information is voluntary and is estimated to average 8 minutes per response, including the time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate, or any other aspect of this collection of information, including suggestions for reducing this burden to the Office of Partnerships and Recognition, Department of Labor, Room N-3700, 200 Constitution Avenue., N.W. Washington, DC 20210.