

# ★ Hanscom Air Force Base ★

## 1<sup>st</sup> Air Force Installation to Become a VPP Star Site



**MANAGEMENT, LEADERSHIP, EMPLOYEE INVOLVEMENT**

**WORKSITE ANALYSIS**

**HAZARD PREVENTION & CONTROL**

**SAFETY & HEALTH TRAINING**

**Hanscom Air Force Base  
Voluntary Protection Program**

The VPP Star Site logo is a blue star with five points. Each point contains a different organizational logo. The center of the star contains the VPP logo. The text "VPP" is written in the center of the star. The text "Local AFB 3" is written on the left point, and "Local 40404" is written on the right point. The text "Central 107-106" is written at the bottom point. The text "Hanscom Air Force Base" is written at the top point.

**Presenters: Mr. Galen Williams  
TSgt Shawn Rice**

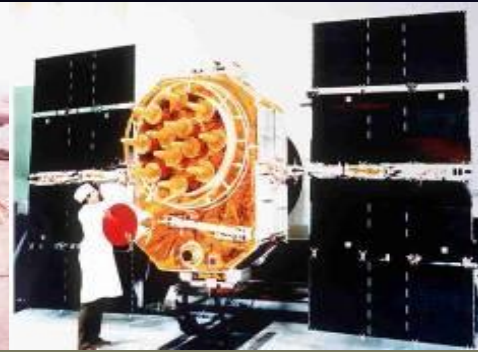
# Agenda

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- **Hanscom Information**
- **Leadership Information & Involvement**
- **Hanscom VPP Milestones**
- **Corporate Process**
- **The Hanscom VPP Journey**
- **Hazard Reporting & Results**
- **Awards**



# Electronic Systems Center Mission



**Empower the Warfighter to leverage information as an effective weapon—anywhere, anytime!**



***War-winning information systems. On time, on cost!***



# Hanscom's Economic Impact

2008 and 2009 - Selected in Top 100—Best places to work in Massachusetts by the Boston Globe!

## Total Estimated Economic Impact: \$4.8B

- 10th Largest Business Employer in MA 20,147
  - Primary Hanscom Jobs: 8,158
  - Secondary Jobs Created: 11,989
  
- Contract Awards \$3,772M
  - MA Businesses and Universities: \$1,404M
  - Construction, Materials, Equipment, Supplies: \$64M
  
- Total Payroll--Hanscom Complex: \$497.5M

# Hanscom 'By The Numbers'

## ➤ Team Hanscom

- 1,229 military
- 2,051 government civilians
- 2,828 contractors
- 453 Non-appropriated Funds Civilians (FSS and AAFES)
- 2,967 MIT-Lincoln Lab employees

**600 More DoD Civilians in  
Three Years!!!**

**Joint HQ Mass ANG – Building in  
Progress as of Ground July 2010**

## ➤ 125,000 People in 7 State Region... Over 300 GSUs

## ➤ 993 Bldgs...846 Acres...3.7 million Sq/ft Facilities

- 735 Housing Units
- 247 Mission Buildings (+176 Lodging Units)

# Active Duty Bases – Hanscom AFB!

## ABW Support Impact

AF Research Labs - (6)

Recruiting Stations - (117)

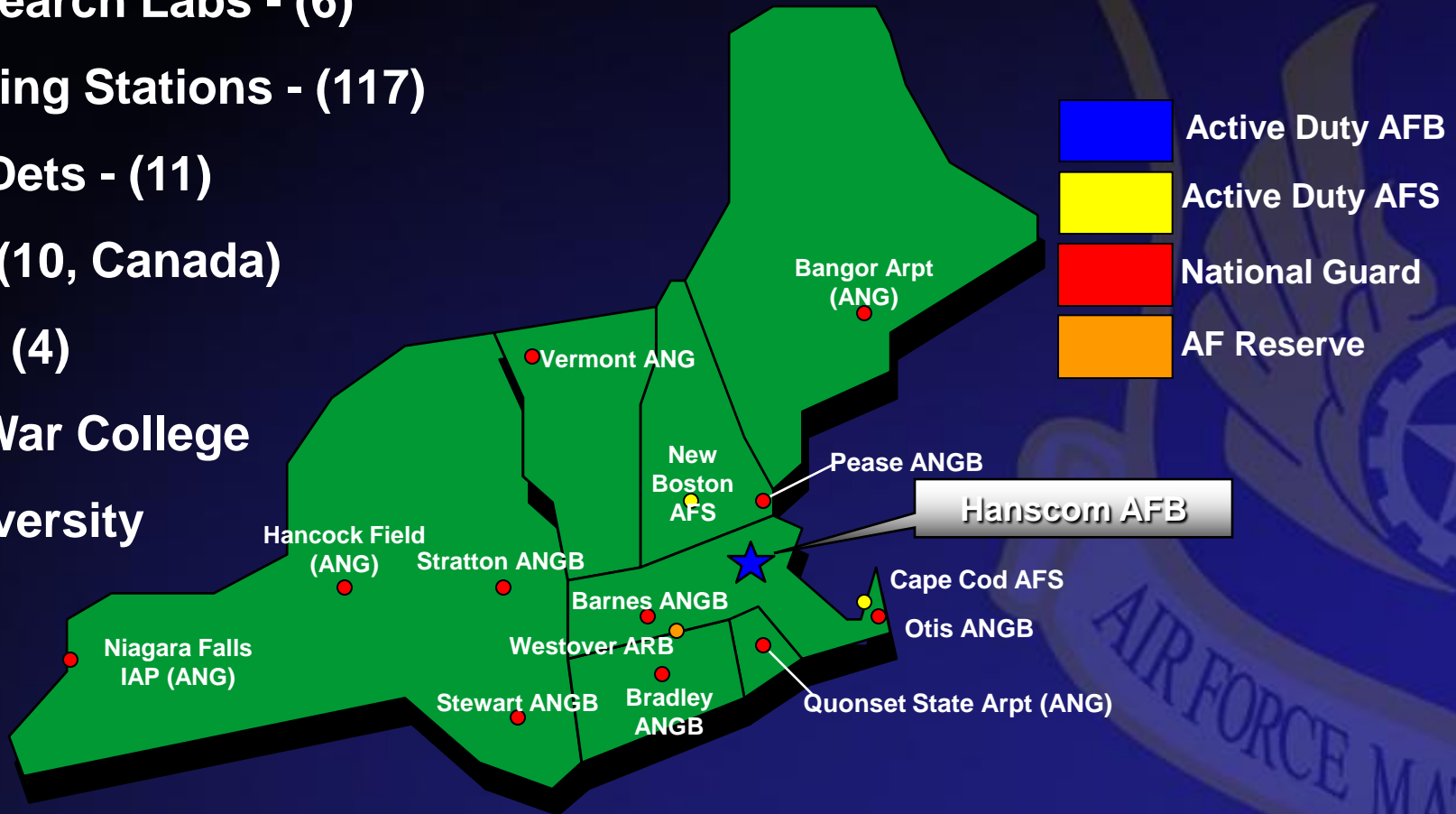
ROTC Dets - (11)

AFIT - (10, Canada)

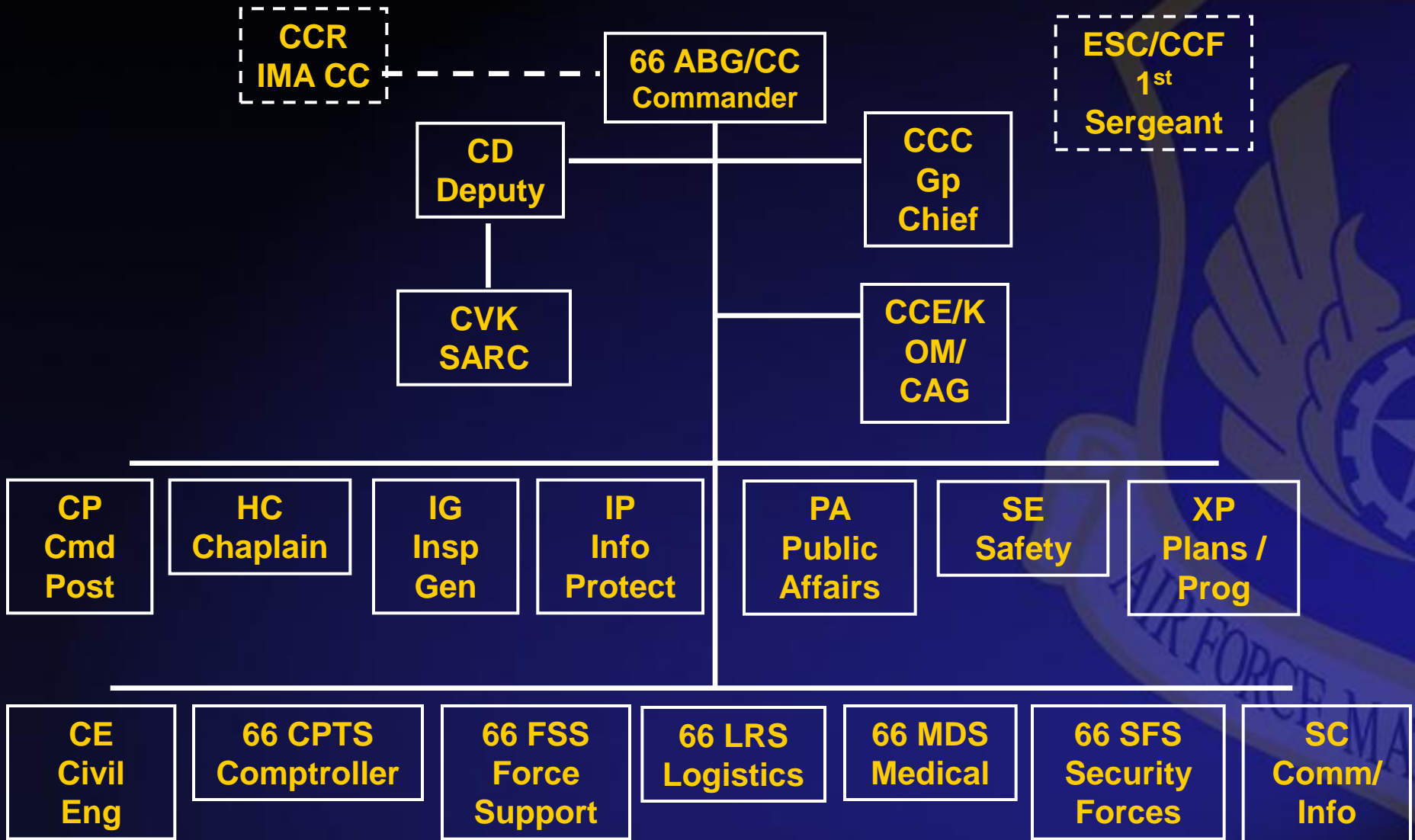
MEPS - (4)

Naval War College

Air University



# 66th Air Base Group



# 66th Air Base Group

**MISSION** - Secure, Sustain, and Support Team Hanscom!

**VISION** - Provide world class support services and sustainment to enable our Electronic Systems Center, Hanscom AFB tenants and GSUs to excel in their home-based and deployed missions

## **CC INTENT**

- Do the right thing... even when it is not easy
- Preserve resources (materials, people, money, processes)
- Maintain a culture of compliance through defined processes
- Maintain Workforce Excellence
  - Orientation, training, developing, mentoring, rewarding

	OFF	ENL	CIV	NAF	Total
Authorized	48	230	378	453	1109
Assigned	58	264	325	453	1100



# *Voluntary Protection Program*

## *Thoughts on Leadership*



### **Leadership**

- **Life is a marathon, not a 50-Yard Dash**
- **You never know when you are going to make a difference**
- **Never, Ever Give Up**
- **It's Not about *You*!**
- **Being in Our Profession Is All about Service to Others**

*"Lorenz on Leadership"*

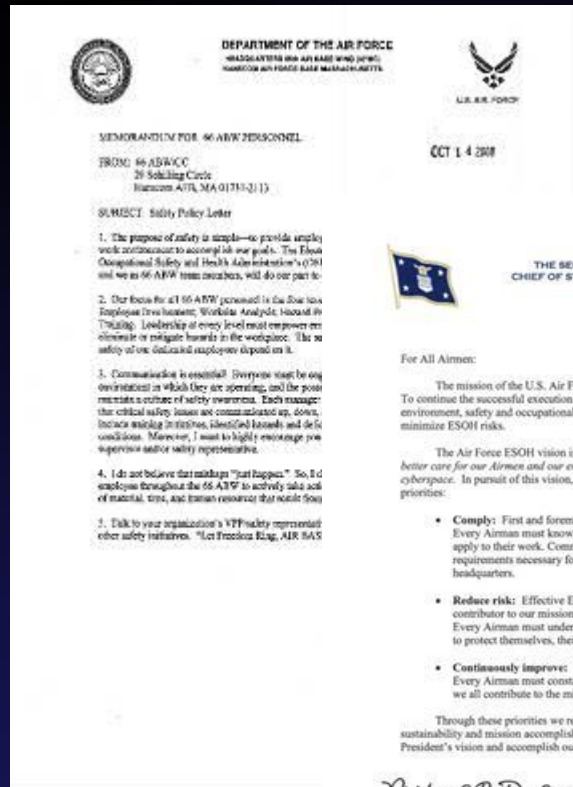
### **VPP**

- **Put VPP initiatives in place that will last...not just a quick fix**
- **The actions you take today may avoid a mishap or save a life tomorrow**
- **Lack of funding? Be creative!**
- **So you think You have all the right answers? Remember everyone in the organization has a potential good idea!**
- **Share your ideas...safety is not a secret and has no boundaries**

# 66 ABW Leader Comments



Welcome to Team Hanscom, home of the Electronics Systems Center and the 66 Air Base Group. Our group supports the mission for nearly 10,000 personnel serving Hanscom each day. The 66 ABG mission is to sustain, secure and support Team Hanscom with a customer service flair that is second to none. The Boston area brings tremendous events for families to enjoy and our Mission Support and Services Squadron stand ready to support our Teams' professional and extracurricular activities. Hanscom is a great location to live and serve. With this unsurpassed location and workplace comes the need to provide our employees and visitors with a safe and healthy environment. We are pleased to provide you that opportunity to observe the EMPOWERMENT.



**Union Representation & Management Cooperation  
Is the Cornerstone of our VPP Commitment**

**Italia Minchello, Chief Union Steward represents 66ABW VPP Initiatives as Team Lead**

# Leadership Involvement



VPP Commitment Letter Signing



GE Site Tour in Lynn, MA



MG Rooney Assessing GE Employees View of VPP



BG Hoene Performing Seatbelt Checks



# Leadership Involvement



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 554TH ELECTRONIC SYSTEMS WING (AFMC)  
HANSCOM AIR FORCE BASE MASSACHUSETTS

7 March 2008

MEMORANDUM FOR 554 ELSW Employees

FROM: 554 ELSW/CL  
45 Arnold Street  
Hanscom AFB, MA 01731-2113


SUBJECT: Safety Policy Letter

1. The purpose of safety is simple—to provide employees and visitors with a safe and healthy work environment to accomplish our goals. The Electronic Systems Center is implementing Occupational Safety and Health Administration's (OSHA) Voluntary Protection Program (VPP), and we, as 554 ELSW team members, will do our part to ensure the program's success.
2. Our focus for the 554 ELSW and all geographically separated units (GSUs) is the four tenets of VPP: Management, Leadership & Employee Involvement; Worksite Analysis; Hazard Prevention & Control; and Safety & Health Training. Leadership at every level must empower employees to take actions necessary to eliminate or mitigate hazards in the workplace. The success of our diverse missions and the safety of our dedicated employees depend on it.
3. Communication is essential! Everyone must be cognizant of what they are doing, the type of environment in which they are operating, and the possible consequences of their actions to maintain a culture of safety awareness. Each manager and supervisor is responsible for ensuring that critical safety issues are communicated up, down and across the organization. These issues include training initiatives, identified hazards and deficiencies, and adverse environmental conditions. Moreover, I want to highly encourage you to report potential hazards to your supervisor and/or safety representative.
4. I do not believe that mishaps "just happen." So, I challenge each manager, supervisor and employee throughout the 554 ELSW to actively take actions necessary to prevent the costly waste of material, time and human resources that result from mishaps.
5. Talk to your organization's VPP/safety representative to get more information on VPP and other safety initiatives. "554... Wired for War!"

  
FRANK P. WEBER, SES  
Director



# Hanscom VPP Milestones

<u>Phase</u>	<u>Phase Name</u>	<u>Targeted Completion</u>	
0	Preparation, Commitment, Define Approach Phase, Mass Media	Oct 06	
I	Initial Education, Awareness, Wing Gap Analysis and Baseline Phase	Jul 07	
II	Action Plan Working Phase	Apr- Dec 08	
III	Meet VPP Criteria – All Wings	Dec 08	
IV	Submit VPP Application to OSHA	Feb 09	

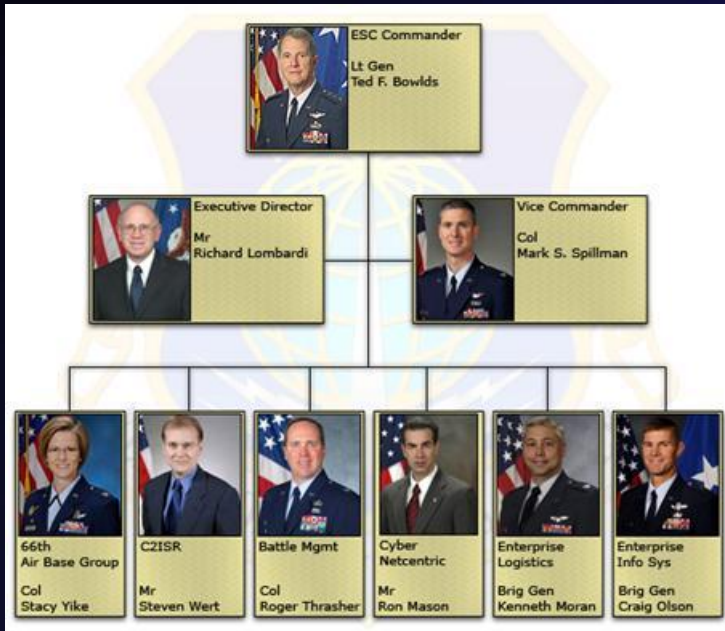


# Hanscom VPP Corporate Process

Electronic Systems Center  
Executive Council

Electronic Systems Center  
VPP Steering Group

66<sup>th</sup> Air Base Group Safety



Electronic Systems  
Center  
VPP Core Team

C2ISR VPP Core  
Team

Battle Management  
VPP Core Team

Cyber-Netcentric  
VPP Core Team

66 Air Base Group  
VPP Core Team

# Wing VPP Core Team (Tailored to Wing)



BUE=Bargaining Unit Employee

# Hanscom VPP Team Members



*Let the Journey Begin!*



# Hanscom AFB VPP Journey May 2006 - May 2009

- **Mar 2006 – Notified that Hanscom and five other Air Force bases would be first to pursue VPP Star Certification; established relationship with OSHA VPP Regional Mgr.**
- **Apr 2006 – Established First Joint VPP Working Group**
- **May 2006 – Initial Assessment from DoD VPP CX**
- **Jun 2006 – Started to work Gap Analysis, Communication & Training Plans; Started search for a mentor**
- **Jul 2006 – Started drafting VPP Contracting Safety Clauses; Established mentorship agreement with GE Aviation, Lynn & attended site visit Sep 2006**
- **Standardized Safety & Ergonomics training for Union Stewards, USRs, supervisors, and employees (OSHA 10-30 hr Courses)**



# Hanscom AFB VPP Journey May 2006 - May 2009


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- **Aug 2006 – Established ESC Corporate Working Group**
  - **Sep 2006 – Joined VPPPA – Attended Region I & National Conferences**
  - **Oct 2006 – First Union Agreement Signed**
  - **Nov 2006 – VPP Contracting Safety Clauses finalized**
  - **Jan 2007 – Established on-line VPP 101 Course for all Team Hanscom**
  - **Feb 2007 - Rapid Improvement Event (RIE) – Hazard Reporting**
  - **Apr 2007 – Established On-line Near Miss/Hazard reporting tool**
- 
- The logo of the Air Force Materiel Command is visible in the background on the right side of the slide. It features a stylized hand holding a gear, with a banner below it that reads "AIR FORCE MATERIEL".



# Hanscom AFB VPP Journey May 2006 - May 2009

---

- Jun 2007 – First Joint Hanscom/GE VPP Fair at AAFES Facility
  - Mar 2008 – Ergo training offered on-line; First assessment by DoD-AF VPP Team
  - Apr-Dec 2008 – More Gap closure activities
  - Jul 2008 - Second VPP Fair during Hanscom Summer Bash
  - Sep 2008 - Second Union Agreement signed
  - Nov 2008 – AFMC performs Unit Compliance Inspection (UCI)
  - Jan 2009 – VPP CX Preliminary audit (Dave Caswell)
- 
- The logo of the Air Force Materiel Command is visible in the background on the right side of the slide. It features a stylized winged figure holding a gear, with a banner below it that reads "AIR FORCE MATERIEL".

# Hanscom AFB VPP Journey May 2006 - May 2009

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- Feb 2009 - Submitted VPP Application to OSHA
- Apr 2009 - OSHA Region Team VPP Team Leader (Bob Sands) Hanscom site visit tour and records review
- Jan-May 2009 - Civilian Wellness Campaign
- May 18-21 2009 - On site OSHA Region I audit

## *Other Initiatives*

- Civilian/Contractor focused Wellness Programs
- Seat Belt/Cell Phone Safety Enforcement
- Roads/Sidewalk/Lighting Repair Funding
- Community Identity/Pride – “Wingman Culture”

*VPP on Hanscom – Clear, Visible, Daily Impact*

# Hanscom AFB 3- Year TCIR/DART Rate

<b>Hanscom Recordable Non-fatal Injury and Illness Case Incidence Rate</b>					
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Year	Total Work Hours	Total # of Injuries & Illnesses	Total Case incidence Rate for Injuries and Illnesses (TCIR)	Total # of Injuries & Illness Cases Involving Days Away from Work, Restricted Work Activity, and/or Job Transfer	Days Away, Restricted, and/or Transfer Case Incidence Rate (DART rate)
2007	4,215,279	32	1.5	1	0.0
2008	3,868,500	19	1.0	9	0.5
2009	3,837,353	17	0.9	11	0.5
Total	11,921,132	68	3.3	21	1.0
<b>BLS National Average for 2008 NAICS code <u>561210</u></b>			4.3	-	1.6
<b>Percent above or below National Average</b>			<b>-23.3%</b>	-	<b>-37.5%</b>

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# **Hazard / Near-Miss Reporting Process**

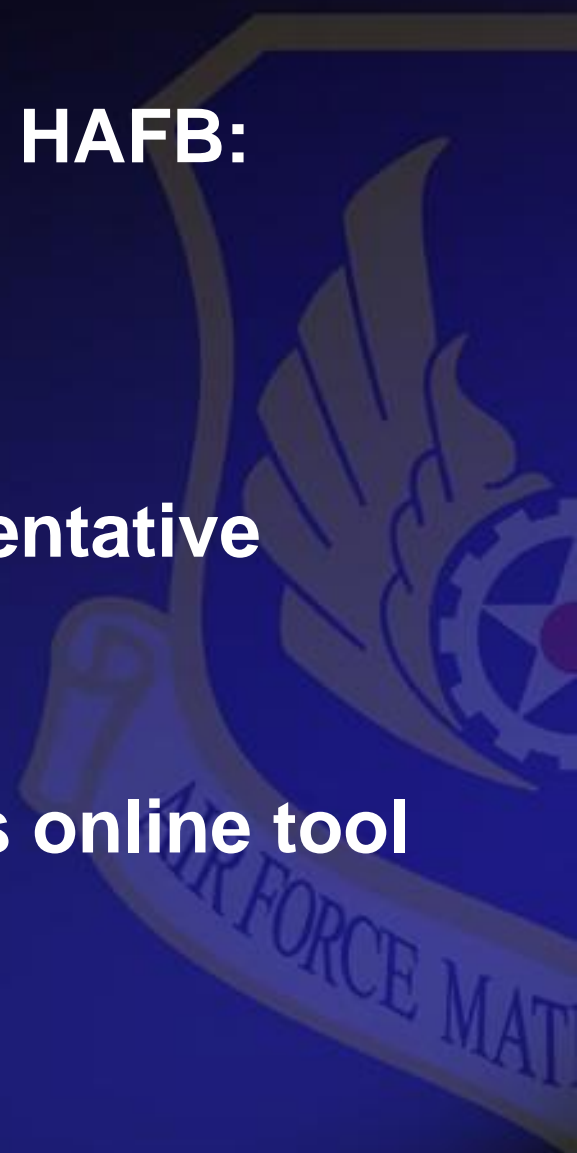


# Hazard Reporting

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Several ways to report a Hazard on HAFB:

- Contact Supervisor
- Contact Facility Manager
- Contact Unit Safety Representative
- Contact Safety Office
- Use 3-SAFE (7233) Hotline
- Hazard Reporting/Near Miss online tool
- AF Form 457





# Hazard Reporting Tool

- Developed in Feb 2007 using LEAN process (Rapid Improvement Event (RIE))
  - Simplified reporting process
  - Better trending
  - More efficient follow-up
  - Better communication to all employees
- Online in Apr 2007
- Updated in Nov 2008 to capture Near Miss reporting





**Local Weather**

Local Weather

there is no current weather advisory /warning/ or watches for the hanscom afb location

[...More](#)

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**Resources**

- » [Active Risk Manager \(ARM\)](#)

**WHAT'S NEW** *at the Electronic Systems Center*

What's New

**Operations Security (OPSEC) Considerations for HERBB & FEDBIZOPS Users Training**



This training will provide you a basic knowledge regarding mandatory OPSEC reviews for posting new HERBB and FEDBIZOPS items. OPSEC reviews of items prior to their being posted on public web pages is mandated by AFI 10-701 and other information [More...](#)

Posted on: Monday, August 16, 2010 - Days Posted: 1 **NEW!**

**ESC/CSH Town Hall Meeting**

ESC/CSH Town Hall Meeting hosted by Lt Col Bernard

Come and learn what your Center Support Staff does for you!

At the Base Theater on Thursday, 26 August

Times: 0900-1000 and 1400-1500

Highly encouraged for all active duty [More...](#)

Posted on: Friday, August 13, 2010 - Days Posted: 4

**Air Force WikiLeaks Website Guidance**

In accordance with the attached memo, Air Force personnel should not access the

**Conditions**

- FPCon: **ALPHA**
- InfoCon: **INFOCON 3**
- DHS Level: **ELEVATED**

**ESC Commander**



Lt Gen Ted F. Bowlds  
[ESC Leadership Biographies](#)

**Quick Links**

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### Local Weather

#### Local Weather

there is no current weather advisory /warning/ or watches for the hanscom afb location

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- » [Air Force Publications](#)
- » [Awards/Decorations](#)
- » [Ceremony Checklist](#)
- » [Conference Facilities](#)
- » [EAP](#)
- » [Equal Opportunity Office](#)

## Hazard Reporting



Has this Hazard/Near Miss been reported to the responsible supervisor or local agency?

Yes:  No:



If you would like to submit a hazard report anonymously, please submit an [AF Form 457](#), USAF Hazard Report, to the [66 ABW Safety Office](#) or call the Safety Hotline at 377-SAFE (7233).

Name: Shelly R Barton Phone: 478-5924  
 Rank:  Org.:   
 Facility:

Note: If the hazard is not in a facility please select "0-Other: not a facility" above and provide a detailed description of the location of the Hazard in the "Description" box below.

Facility Manager:  Alternate Facility Manager:

Description  
Please provide a detail description of the hazard including details of the facility.

Recommendation  
Please provide your recommendation(optional).

Notify AFRL:

### Conditions

FPCon:   
 InfoCon:   
 DHS Level:

### Safety Reports

- » [Open Hazard Reports](#)
- » [Closed Hazard Reports](#)
- » [All Hazard Reports](#)
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### Safety Admin

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- » [ESC EIM-SharePoint](#)
- » [ESC Forms](#)
- » [ESC Policies](#)

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Yes:     No:

If you would like to submit a hazard report anonymously, please submit an [AF Form 457](#), USAF Hazard Report, to the [66 ABW Safety Office](#) or call the Safety Hotline at 377-SAFE (7233).

Name:  Phone:

Rank:

Facility:

Note: If the provide a de and below.

Facility Man

Description  
Please provi

Recommendation  
Please provide your recommendation(optional).

Notify AFRL:

When you submit this form the 66 ABW Safety office will be notified of this Hazard. Facility Managers (if identified) for the facility will also be notified.

InfoCon: INFOCON 3  
DHS Level: ELEVATED

#### Safety Reports

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If you would like to submit a hazard report anonymously, please submit an [AF Form 457](#), USAF Hazard Report, to the [66 ABW Safety Office](#) or call the Safety Hotline at 377-SAFE (7233).

Name: Shawn D Rice Phone: 478-3647  
Rank:  Org.:   
Facility:

Note: If the hazard is not in a facility please select **"0-Other: not a facility"** above and provide a detailed description of the location of the Hazard in the **"Description"** box below.

Facility Manager:

Alternate Facility Manager:

## Description

Please provide a detail description of the hazard including details of the facility.

## Recommendation

Please provide your recommendation(optional).

Notify AFRL:

## Conditions

FPCon:   
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## Local Weather

## Local Weather

there is no current weather advisory /warning/ or watches for the hanscom afb location

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## Hazard Reporting



## User View

**ID:** 182    **RAC:** Pending    **Status:** Open    **Type:** Unassigned

**Facility** 1305-3rd Floor  
**Fac. Mgr.** [Werner Colerico](#) [Civ, (781) 377-3085]

**Alt. Fac. Mgr.** [Kevin MacDonald](#) [Civ, (781) 377-3995]

**Notification:** **Facility Manager(s):** Yes    **AFRL:** No

Bldg 1305 has a smoking area in a gazebo. Sometimes we smokers stand on the sidewalk next to the gazebo. Frequently bicyclists use that sidewalk as a shortcut from Barksdale Street to the Schilling Circle parking lots. Last week I was nearly run over by a cyclist who - without ringing a bell, honking a horn or saying "Heads Up" - rode past within a foot of me.

## Description

**Recommend.** Signs on the sidewalk stating that it is not to be used as a bike path.

Submit Date: 7/16/2010 7:32:26 AM [ \_\_\_\_\_ ] (Civ, 478-7041)

Last Update: 7/16/2010 7:29:59 AM (By: \_\_\_\_\_ )

[Edit](#) [Delete](#) [Cancel](#)



## Conditions

**FPCon:** **ALPHA**  
**InfoCon:** **INFOCON 3**  
**DHS Level:** **ELEVATED**

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Admin View

ID: 182

RAC

Pending

Status

Open

Source

Unassigned

Type

Unassigned

Reported To

Reported Date

format: mm/dd/yyyy

Facility

1305-3rd Floor

Description

Bldg 1305 has a smoking area in a gazebo. Sometimes we smokers stand on the sidewalk next to the gazebo. Frequently bicyclists use that sidewalk as a shortcut from Barksdale Street to the Schilling Circle parking lots.

Recommend.

Signs on the sidewalk stating that it is not to be used as a bike path.

Work Order

FM Notes

N/A

Administrative Notes

Submit as News

Facility Manager: [Werner Colerico](#) [Civ, (781) 377-3085]

Alt. Facility Manager: [Kevin McDonald](#) [Civ, (781) 377-3051]

## Conditions

FPCon:

ALPHA

InfoCon:

INFOCON 3

DHS Level:

ELEVATED

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**Resources**

**Hazard Reporting**



**Hazard Incidences Report**



Report Year: 2009

Total: 30

Select a year to generate report:

The graph above shows the number of Hazard incidences reported through **ESC CenterNET** for the year specified. Select a year from the drop down list to view the report for previous years. The data reflects **only** the submissions through ESC CenterNET.

Note: Data points are plotted as totals for each month.

**Conditions**

FPCon: **ALPHA**  
InfoCon: **INFOCON 3**  
DHS Level: **ELEVATED**

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 Search

### Local Weather

#### Local Weather

there is no current weather advisory /warning/ or watches for the hanscom afb location

[...More](#)



The Boston Globe  
**GLOBE**  
**100**  
THE TOP  
PLACES  
TO WORK  
**2009**

### My Information

- » [Email](#) » [AFMC-OWA](#)
- » [Calendar](#) » [Contacts](#)
- » [Tasks](#)
- » [My Pay](#) » [LeaveWeb](#)
- » [My Training](#)
- » [My Pending News](#)

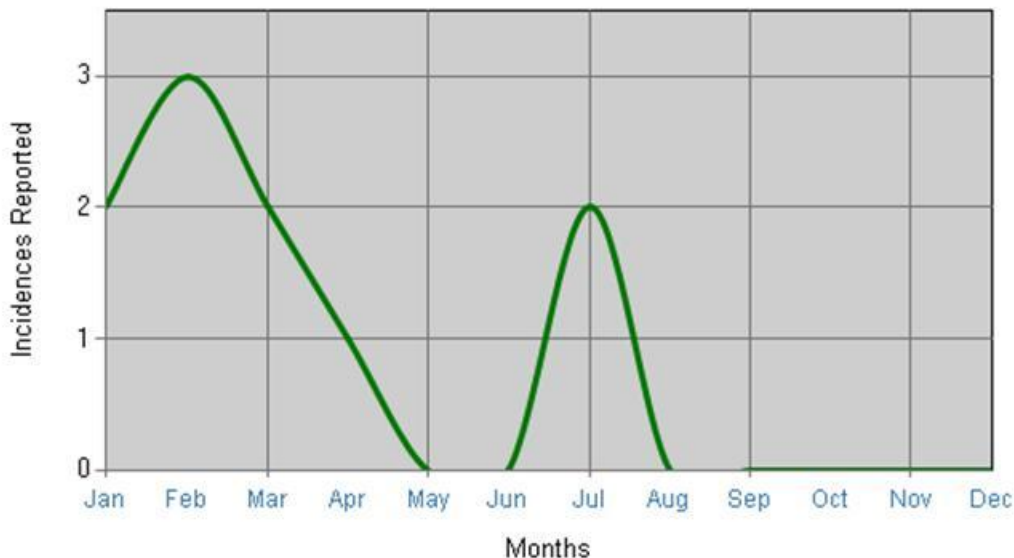
### Resources

- » [Active Risk Manager \(ARM\)](#)

## Hazard Reporting



### Hazard Incidences Report



Report Year: 2010

Total: 10

Select a year to generate report:

The graph above shows the number of Hazard incidences reported through **ESC CenterNET** for the year specified. Select a year from the drop down list to view the report for previous years. The data reflects **only** the submissions through ESC CenterNET.

Note: Data points are plotted as totals for each month.

### Conditions

FPCon: **ALPHA**  
 InfoCon: **INFOCON 3**  
 DHS Level: **ELEVATED**

### Safety Reports

- » [Open Hazard Reports](#)
- » [Closed Hazard Reports](#)
- » [All Hazard Reports](#)
- » [Incidences Trend](#)
- » [Hazard/Near Miss Trend](#)

### Safety Links

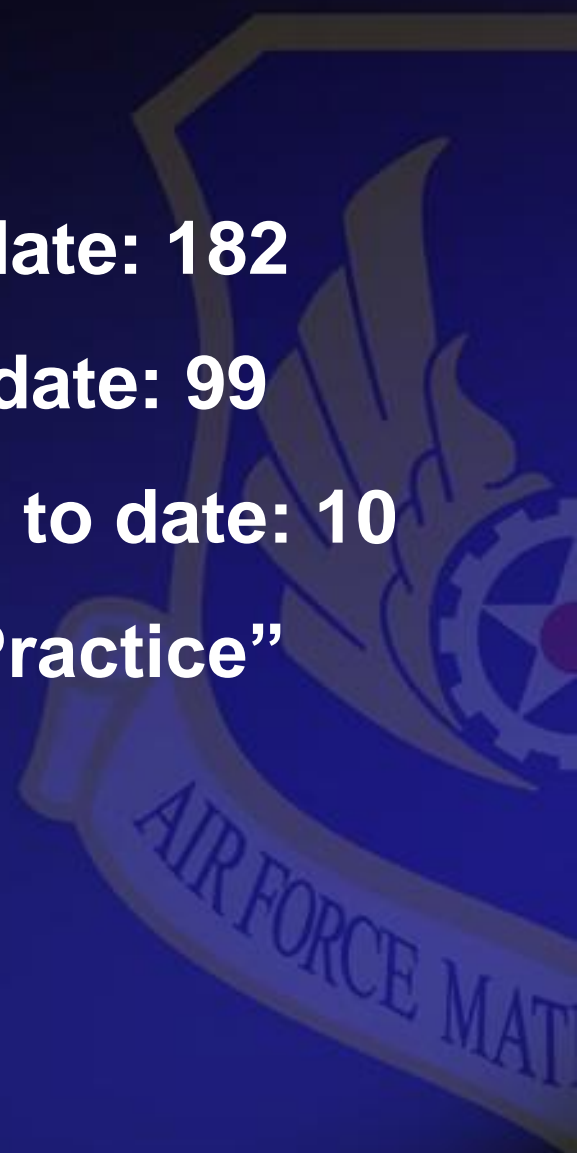
- » [66 ABW Safety Office](#)
- » [AFMC Safety Office](#)
- » [AF Safety Center](#)
- » [Consumer Product Safety Center](#)
- » [National Highway Traffic Safety Administration](#)
- » [National Safety Council](#)
- » [OSHA](#)
- » [OSHA VPP](#)
- » [FM handbook](#)
- » [Facility List](#) [Export](#)

### Safety Admin

- » [Export Hazards\(Excel\)](#)

# Hazard Reporting Tool

- All types of hazards reported
- Number of hazards reported to date: 182
- Number of validated hazards to date: 99
- Number of near misses reported to date: 10
- Recognized as an OSHA “Best Practice”



# Hazard Reporting Results



Before



After



Before



After



# Hazard Reporting Results





# Employee Suggestions/Results

Renovated cubicle workstations

New Ergo friendly chairs

Traffic Mirrors

New Carpeting/Entrance Mats

New & Improved Loading Dock rails

New Stairwell Treads - Reduced Slip, Trip & Fall accidents

BRRR – Salt Spreader for those snowy/icy New England days – Minimizes Back strain

Fire Ext Signs/Directions & First Aid Kits



# Employee Suggestions/Results

**Need for a Public Announcement System identified from building evacuation Rapid Improvement Event (RIE)**

**Installed 1.5 miles of wiring and 75 speakers in 6 weeks**

**Allows for immediate communication with building occupants during an evacuation or building emergency**



# VPP Tip - Computers

## *Ergonomic Update*



**ELIMINATE DISCOMFORT AND BE PRODUCTIVE  
KEEP THE MONITOR AT LEAST 24-30" IN FRONT OF YOU**



# VPP Leadership Award Winner



**Mr. Bob Lesko, Battle Mgt/OM**

**What is the greatest benefit of VPP?**

**“It lets people know that everyone is a part of VPP. The job of locating and eliminating hazards are not the job of a few anymore. Everyone has a role in making the workplace safer and hazard free environment.”**



# RECOGNITION ENDEAVORS



**653D ELECTRONIC SYSTEMS WING**  
**YOU MAKE AN IMPACT!**  
RECOGNITION PROGRAM

Name: \_\_\_\_\_

Comments: \_\_\_\_\_

Recognized by: \_\_\_\_\_ Date: \_\_\_\_\_

6-5-3...Proud and Free!



# Hanscom Success

Evidence that VPP culture and commitment is a  
“Mover and Shaker”  
here at Hanscom AFB



*Making the Boston Globe's Top Places to Work in 2008 & 2009*



# Hanscom's VPP Star Celebration Sep-2009





# Secure, Sustain, Support ESC and Hanscom Serve the Center...Ready the Force!





A circular logo with a blue star in the center. The star has five points, each containing a different organizational logo. The text "VPP" is in the center of the star. The words "Local", "State", and "Federal" are written around the star.

**MANAGEMENT, LEADERSHIP, EMPLOYEE INVOLVEMENT**

**WORKSITE ANALYSIS**

**HAZARD PREVENTION & CONTROL**

**SAFETY & HEALTH TRAINING**

**Hanscom Air Force Base**  
**Voluntary Protection Program**