

Worksheet #			
1a	1b	1c	1d
2	3	4	5

Involve Workers in All Aspects of the Program

Involving workers at every step of the program helps you find hazards, identify their causes, and come up with solutions. It helps workers understand the program and creates a sense of ownership. It also helps sustain the program over time.

To-Do

- Choose three activities workers can take part in right away.
- Write down a description of each one, when it will start, and what resources you'll need.

Find ways for workers to help design, implement, and improve the program

Below are ways workers can participate in a safety and health program. With your safety team, choose three ways to involve workers over the next month. Consult with workers about how they'd like to contribute to the program. Add activities under "Other" if none of the already-listed ones would work well for your business.

Some ways that workers can participate in the safety and health program

Program design

- Help set goals for the program.
- Serve on a joint labor-management committee or committees to work on specific issues.
- Help design a system for reporting hazards.
- Help create a checklist for workplace inspections.
- Other:

Program implementation

- Conduct regular workplace inspections to find hazards and suggest controls.
- Analyze the routine hazards of each step of a job or process.
- Review emergency procedures.
- Review and revise site safety and health rules.
- Help develop, deliver, and/or evaluate training programs.
- Present at safety and health meetings.
- Fix hazards that are within workers' control.
- Support fellow workers by giving feedback on risks and helping them eliminate hazards.
- Take part in investigations of incidents and close calls/near misses.
- Perform a pre-use or change analysis for new equipment or processes to identify hazards up front.
- Take part in exposure monitoring and medical surveillance associated with health hazards.
- Other:

Program improvement

- Take part in program evaluation.
- Recommend ways to improve the safety and health program.
- Other:

On the next page, fill out a row in the table for each activity you chose. Describe the activity and note the stage of program development, the timeline, and any resources you need (for example, meeting time, copies of current safety rules, training materials)

Activity	Stage of involvement			Timeline	Resources needed
	Program design	Program implementation	Program improvement		
Example: Have workers help develop checklists to inspect the warehouse, manufacturing area, and office.	✓			Within three months	Meeting time, sample checklists (see https://www.osha.gov/sites/default/files/publications/small-business.pdf)
Example: Set up a schedule for workers to participate in monthly inspections using the checklist.		✓		Within four months	Time for workers to inspect during their shifts
Example: Involve workers in setting goals for the safety and health program.	✓		✓	Within five months	Meeting time, time for workplace inspections and information review