

SPEAK UP
FOR

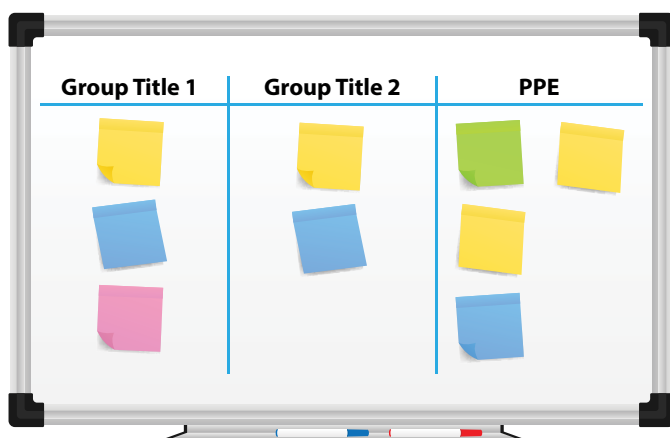
We challenge you to... **SAFETY**

Workers are an important resource for identifying workplace hazards and implementing changes. Safety reporting systems allow ideas and suggestions for improving safety to be captured. In this Speak Up for Safety Challenge, review your safety reports with a team to find common themes and opportunities to improve your overall workplace safety and health. Visit the [Safety and Health Programs Step-by-Step Guide](#) to learn how to implement a safety reporting system.

Take the **Speak Up for Safety Challenge**

- 1 Gather your safety committee or a team of staff and your recent safety reports.** Your team should represent a variety of roles and workers from all levels. We recommend at least 20 or the last years' worth of reports. Too few reports? Encourage the team to think of hazards they see or activities where they may have felt unsafe and have them submit a report during the activity.
- 2 Review the reports.** Write each hazard onto its own note card or adhesive note. Place all hazards together onto a surface or board. If the meeting is virtual, you can use a virtual whiteboard software or create text boxes on a shared slide deck.
- 3 Group hazards by themes.** Assign titles for each themed group.
- 4 Review categories and discuss priorities and opportunities.** Assign someone to take notes and write action items for follow-up.
- 5 Questions to review:** Are there any categories with a higher or lower number of reports than anticipated? Why might that be? How can this activity be followed up on? What other trends or themes do you notice? Is there anything that didn't come up that you expected to see?

Example: A variety of cards were grouped into a personal protective equipment (PPE) category. Should PPE policies be updated or PPE training increased? Do you have any other suggestions for solutions?



Download your challenge coin and share that you have completed the Speak Up for Safety Challenge! Visit www.osha.gov/safeandsound/activities to download your virtual Speak Up for Safety challenge coin. Importantly, share this coin with your workers during a safety meeting or training and post on your website, newsletter, or social media. This will reinforce that worker participation is a core part of your safety and health program. Use the **#SpeakUpForSafety** hashtag on social media to show that you participated in the challenge.