

## Identify Opportunities to Strengthen Worker Participation

### Ready for Level 2?

	YES (✓)	NO (X)
Your policy highlights the value of worker participation and input	<input type="checkbox"/>	Visit Worker Participation in Your Safety and Health Program (1WP_1a)
You have informed workers of their rights and protections under the OSH Act of 1970	<input type="checkbox"/>	Visit Worker's Rights (1WP_1b)
You have given workers opportunities, time, and resources to participate in the program	<input type="checkbox"/>	Visit Opportunities to Participate in Your Program (1WP_1c) and Time and Resources to Participate (1WP_1d)
You have set up a clear system for reporting injuries, illnesses, incidents, and hazards	<input type="checkbox"/>	Visit Reporting Safety and Health Concerns (1WP_2)
You have given workers information they need to participate in the program	<input type="checkbox"/>	Visit Access to Safety and Health Information (1WP_3)

### To Do

- Inventory the extent and effectiveness of worker participation in safety and health activities.
- Identify changes needed to improve worker participation in safety and health.

### Assess how workers participate in safety and health activities

To be effective, any safety and health program needs meaningful participation from workers and their representatives. That's more than just asking workers to report injuries, illnesses, and incidents: it's making sure they take part in decisions affecting the safety of the workplace. Workers have much to gain if the

program succeeds—and the most to lose if it fails. They also often know the most about the hazards of their jobs and how the work is actually done. Successful programs tap into this knowledge.

What does effective worker participation look like? While not all workers will participate in all activities, here are some key indications:

- A high percentage of reports on injuries, close calls, and near misses come from workers.
- Workers participate in jobsite inspections, incident investigations, and job hazard analyses (JHAs).
- Workers participate in decisions that affect safety and health, such as decisions about training and maintenance of equipment for their jobs.
- Workers have the time and resources to participate fully in the program.
- Workers are empowered and actively engaged to help improve the program.
- Managers and supervisors understand their responsibility to encourage worker participation.
- Managers and supervisors recognize workers' unique knowledge and experience and the importance of this resource to continual improvement.

## Activity: Assess worker participation

This activity will help you assess whether you have processes in place to encourage and improve worker participation in safety and health activities. Ask your team of safety champions to take an inventory of the strengths and weaknesses of worker participation. Some areas of your program to consider are:

- Reporting injuries, illnesses, incidents, near misses, and concerns
- Hazard identification
- Selection of controls
- Jobsite inspections
- Incident investigations
- JHAs
- Training
- Job/layout changes
- Selection of safety equipment and personal protective equipment (PPE)
- Program improvement

### Pro Tip: Assess Worker Reporting

One way to help gauge worker participation is to ask workers about the most significant incidents that have occurred and where the most serious incidents *could* occur. Then ask them if these have been reported. If yes, ask what was done to address the issues. If no, determine why not. Leverage their participation in redesigning the reporting process.

The team should also inventory other relevant safety activities at your workplace.

For each activity, they should ask questions such as:

- Do workers have enough time, information, and resources to participate?
- Are there processes in place for responding to worker concerns and suggestions? Who responds to these concerns and how?
- What are the barriers to participation? See Remove Barriers to Participation (2WP\_3) for more on identifying and overcoming barriers.
- What changes are needed to overcome these barriers?

The team can use the table on the next page to record results.

## Worker participation inventory and assessment\*

Activity	Strengths	Weaknesses	Time and resources provided to workers	Information provided to workers	Response to worker input	Barriers	Changes needed
Reporting injuries, illnesses, incidents, near misses, and concerns							
Hazard identification							
Selection of controls							
Jobsite inspections							
Incident investigations							
JHAs							
Training							
Job/layout changes							
Selection of safety equipment and PPE							

Activity	Strengths	Weaknesses	Time and resources provided to workers	Information provided to workers	Response to worker input	Barriers	Changes needed
Program improvement							
<b>Additional activities</b>							

\* If needed, you can complete several of these tables for different departments, shifts, or job functions.