

Success Story Narrative

Office of Small Business Assistance On-site Consultation Program

Instructions and Guidelines

OSHA's Office of Small Business Assistance (OSBA) is seeking small business and Safety and Health Achievement Recognition Program (SHARP) success story narratives that highlight the positive impact that the On-site Consultation Program has on workplace safety and health. Please note that any information provided may be posted on OSHA's Web site, or used in other Agency public relations or outreach activities. You may be contacted for additional information.

To participate, please complete and submit this form to mcarthur.camilla@dol.gov; phone 202-693-1909; or fax it to (202) 693-2527; Attention: Camilla McArthur.

Success Story Template

General Information			
Establishment Name			
Mailing Address			
City, State	, ,		
Contact Person			
Contact Phone Number	() -		
Contact Email Address			
Company Web site			
Industry Type		NAICS Code	
High Hazard Industry	Yes <input type="checkbox"/> No <input type="checkbox"/>	Ownership	Public <input type="checkbox"/> Private <input type="checkbox"/> Other <input type="checkbox"/>
Number of Employees*	Onsite: Controlled:	Date of Initial Consultation Visit	
Date of Participant's Initial SHARP Approval		Date Participant's SHARP Renewal	

*Number of employees includes all full-time, part-time, temporary, seasonal, salaried, and hourly workers.

Please describe the nature of the business and the type of customers that the company serves.	
How did the company learn of the OSHA On-site Consultation Program?	
What prompted the company to contact the On-site Consultation Program?	
What hazards did the consultant identify during the walkthrough of the work site?	
What hazard correction methods did the company implement during the hazard correction process?	
Give a brief description of how business practices changed after the first consultation visit. (E.g. the implementation of new programs, training, employee involvement, accident investigation, and/or abatement procedures).	
Please highlight successes resulting from participating in the On-site Consultation Program. (E.g. a reduction in Days Away, Restricted, and Transferred (DART) rate; cost savings; improved workplace safety and health culture; an increase in employee involvement and management commitment)	
What challenges did the company identify while improving/implementing its safety and health management system?	
If applicable, please highlight successes resulting from participating in the SHARP program.	
What impact has working with the On-site Consultation Program had on the company?	

Injury and Illness Data								
	Please complete the data cells below and provide any additional information regarding factors and/or benchmarks used to characterize the safety and health success of this company.							
	Year Before First Consultation Visit	Year of First Consultation Visit	Year Entered SHARP (If Applicable)	2014	2015	2016	2017	2018
Number of Injuries and Illnesses								
Total Recordable Case Rate (TRC)								
Days Away, Restricted, and/or Transfer Rate (DART)								
Experience Modifier Rate								

Dollar Value of Workers' Compensation Claims									
Dollar Value of Workers' Compensation Premium									
Additional Information		(Include contact information for OSHA On-site Consultation Project Manager and/or Consultant.)							

Company Photo

Please include a company photo(s) in at least 300 dpi resolution as well as captions identifying the individuals in the photo(s). *A DOL Photo or Video Release form, signed by a company representative, is required.*



Photo 1



Photo 2

Photo 1 Caption	NOTE: Include the names of the people in the photo if there are 10 or fewer people. Add their titles and affiliations if the people are from multiple organizations.
Photo 2 Caption:	

Publications Standards (OOC)

Photography

When using photography, it is important to show photographs that are engaging and relevant to your content and audience. They should also accurately reflect diversity. When sending a project to designers, art directors and printing companies, use high-resolution photographs that are at least 300 dpi (dots per inch). Images at 72 dpi are acceptable for web use and PowerPoint presentations, not print publications.

Download a Department of Labor Photo Release Form [\[HTML\]](#) [\[PDF\]](#)

Guidance

Style -- A single image is more powerful than photos displayed in a collage; however a row of images can be used when needing to convey multiple subjects.

Release Forms -- Proper photo release forms must be signed and on-file for all photos commissioned for use in a publication. Parental consent must be secured for photos of minors (under age 18) before photographs can be used.

Photo Captions -- Photos are not required to be captioned. If a photo is captioned, the caption should consist of a short, descriptive phrase in sentence form, beginning with a capital letter and ending with a period.

Photo Credits -- For professionally shot or rights-managed photography, a credit should be placed on the inside front cover or at the end of the table of contents. They should not be credited under that actual photograph.

Endorsements -- Photos should not prominently display corporate logos or other identifiers that might imply endorsements of a particular product or company

Avoid mixing graphics or illustrations with photography. Most often the styles do not mix well.

Do not use photographs downloaded from web sites, unless they are identified as high-resolution.

Use only photographs for which you have or know copyright ownership.

Videography

Download a Department of Labor Video Release Form [\[HTML\]](#) [\[PDF\]](#)

Video Release Form for minors [\[HTML\]](#) [\[PDF\]](#)

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