

Creating an In-Brief Presentation for OSHA

Your opportunity to provide information about your site and your safety management system to the OSHA assessment team!

The Occupational Safety and Health Administration (OSHA) requires an in-brief for every on-site Voluntary Protection Programs (VPP) assessment. OSHA sometimes calls this meeting the opening conference. It is an opportunity for you to provide information about your safety management system (SMS) to the assessment team. It also helps set a positive first impression of your SMS.

Prior to the in-brief, consider asking your OSHA team when they would like to introduce themselves, either before or after your presentation. You may consider using slides to communicate the information, which also helps keep your presentation organized and ensures you cover all key points. Your presentation needs to be engaging, informative, and concise. Consider having your employees present a portion of the material. This approach demonstrates employee involvement and commitment to VPP. Ensure employees who present are brief and focus on the main points you want communicated to the assessment team so the in-brief stays timely.



The image illustrates an employee providing an in-brief for an OSHA VPP assessment team. Image retrieved from Bing Images free to share and use.

INCLUDE THE FOLLOWING ITEMS IN YOUR IN-BRIEF PRESENTATION:

INTRODUCTIONS

- Ask everyone in attendance to introduce themselves:
 - Leadership and upper management
 - Key personnel (e.g., union representatives, the safety team, industrial hygiene staff, occupational health personnel, maintenance staff, contracting office representatives)
 - Safety committee members
 - Employees from different levels of the organization
 - OSHA team (if choosing to do so before the presentation)

VISITOR SAFETY BRIEFING

- Review emergency evacuation plans, escort information, use of cellphones, and other basic safety information
- Provide visitor safety pamphlets, if available
- Discuss visitor information (e.g., restrooms, beverages, and other relevant information)

AGENDA

- Deliver a quick overview of the schedule so everyone knows the plans for the week
- Provide all involved persons a copy of the schedule

SITE OVERVIEW

- Review the Command safety mission statement
- Discuss the number of civilians, contractors, and military personnel at the worksite
- If your organization is spread out, display a site map showing all of your locations or facilities
- Have upper management or directors brief their areas of responsibility, describing the type of work performed and the hazard within their areas

VPP EFFORTS AND IMPACTS OF VPP JOURNEY ON YOUR ORGANIZATION

- Review the status of your safety and health (S&H) goals and objectives
- List and explain your SMS initiatives and improvements
- Present and be prepared to discuss your current three-year period injury and illness rates
- Discuss identified S&H trends and what is being done to address the trends



The images illustrate special events held at organizations to promote employee safety and health.
Image retrieved from Yahoo Images free to share and use

BEST PRACTICES AND OPPORTUNITIES FOR IMPROVEMENTS

- Highlight your best practices related to implementing the VPP process
- Consider showing significant events (i.e., Safety Days, Safety Stand Downs, Health and Wellness Initiatives) demonstrating dedication to S&H excellence
- Discuss any SMS sub-element improvements to demonstrate your dedication to continuous improvement

QUESTIONS

- Allow time for team questions at the end

For additional information on the SMCX's services, please visit the SMCX-hosted website at: <https://www.smscx.org/>.