

Working Lunches & VPP

While not required, working lunches during an OSHA onsite assessment provide the assessment team an opportunity to interact with various levels of employees and gain insight into employee involvement at your organization. OSHA generally prefers two working lunches during an assessment, but verify this with your OSHA Regional VPP Manager. It is a good idea to schedule the working lunches earlier in the week since this is when the OSHA team does most of their information gathering.



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Topics

Think about the presentation topics and/or discussion areas for your working lunches. Tie any content you present or discuss back to VPP so the OSHA team understands why it is meaningful for your site and their visit.

Working lunches do not need to be formal! You can use PowerPoint® presentations or have a few people sitting around a table speaking on a certain topic. The key is to make them informative and entertaining for the OSHA team, while involving a good mix of leadership, management, and employees. Use working lunches to showcase the great things you have done to improve your SMS!

Lunch Topic Ideas

- **Leadership** – Present on their involvement and culture changes
- **Employees** – Present on a safety and health (S&H) or VPP topic, initiative, best practice, or improvement related to your VPP journey
- **Managers, supervisors, union representative and/or S&H committee members** – Hold a roundtable discussion on a relevant VPP topic, such as: how VPP has improved the workplace or the safety culture, tackled challenges (in a positive manner), the 'story' of their VPP journey, and ways they are personally involved in VPP

Meal Logistics

Think about food too – they don't call it a "working lunch" for nothing! One of the easiest plans is to provide the OSHA team with lunch options! Here are some suggestions for handling meal logistics:

- Prior to the visit, attempt to determine if the team members have any dietary restrictions
- Provide the OSHA team with a menu on the morning of the working lunch and ask the team to choose their lunch selections
- Assign an individual (e.g. Tiger team member) to place and pick up the food orders
- Collect meal payment (OSHA team members must pay for their meals), and
- Deliver lunches according to the agenda to keep the team on schedule.

Dry Runs

Conduct dry runs of the working lunches. This helps presenters anticipate questions and think about how to respond. It also helps you adjust the timing of the discussion to make sure everyone has time to eat!

Working Lunch Example



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1

•The presenters greet the OSHA team and the team is provided their lunch order

2

•The team sits down at a table with members from all levels of the organization

3

•Five presenters (one champion and four contributing employees) deliver the working lunch presentation - "Putting Together Our Annual Self-Evaluation"

4

•The champion talks about their approach to developing the self-evaluation

5

•Each employee reviews a VPP element from your self-evaluation and describes their role in participating in that element

6

•The presentation concludes with a question and answer session

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