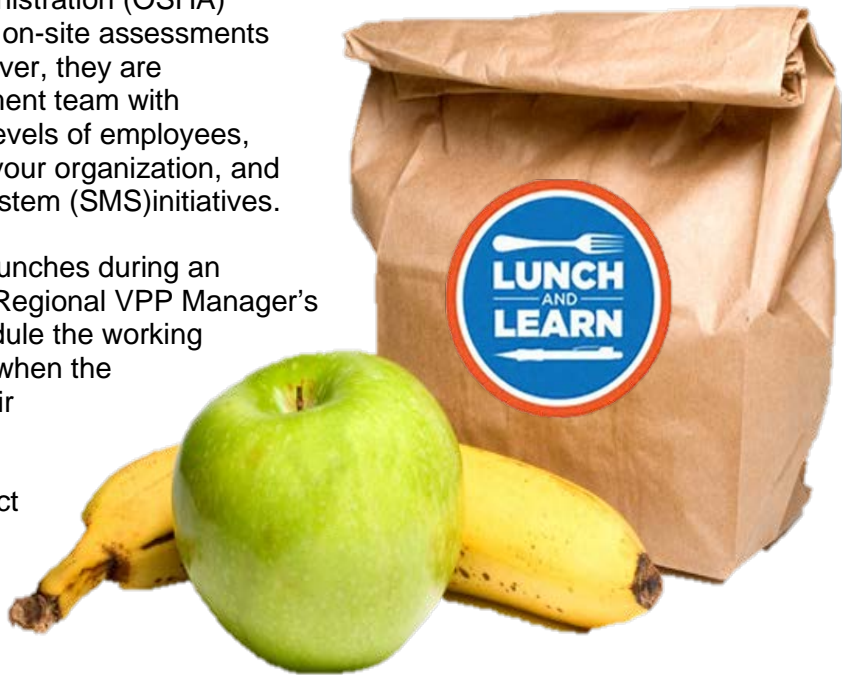


Working Lunches & VPP

Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) on-site assessments do not require working lunches. However, they are recommended to provide the assessment team with opportunities to interact with various levels of employees, insight into employee involvement at your organization, and information on safety management system (SMS) initiatives.

OSHA generally prefers two working lunches during an assessment, but confirm your OSHA Regional VPP Manager's preferences. It is a good idea to schedule the working lunches earlier in the week since it is when the assessment team gathers most of their information.

This one pager provides ideas to select and deliver working lunch topics.



TOPICS AND PRESENTATION

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Think about the topics of discussion for your working lunches. Tie any content back to VPP so the assessment team understands why it is meaningful for your site and their assessment. Use working lunches to showcase the great things you have done to improve your SMS! Be sure to involve a mixture of leadership, management, and employees.

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

Working lunches do not need to be formal! You can use PowerPoint® slides or have a few people sitting around a table speaking on a topic of choice. The key is to make your working lunches informative and entertaining for the assessment team.

MEAL LOGISTICS

It's not called a "working lunch" for nothing! Provide the assessment team with lunch options! Here are some suggestions:

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



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DRY RUNS

Conduct dry runs of each working lunch topic. While a dry run may seem awkward, it does have several benefits. A dry run confirms whether you can convey the messages you want to delivery clearly and concisely. It also helps presenters gauge the flow and timing of the working lunch, tie information back to VPP, and anticipate questions. Dry runs help you stay on track during the actual working lunch and can ease nervous presenters as well.

WORKING LUNCH EXAMPLE

- 1 • Presenters greet the assessment 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 employees) deliver the working lunch presentation - "Putting Together Our Annual VPP Self-Evaluation"
- 4 • The champion discusses their approach to gather information, involve employees, review the information gathered, write each section, and identify opportunities for improvement
- 5 • Each employee reviews a VPP element from the self-evaluation and describes their role in regards to the element
- 6 • The presentation concludes with a question and answer session

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