

# 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 to communicate to the assessment team, otherwise the presentation can go on for hours.



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)
- Explain what the assessment team will be evaluating and why they are here

### **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 person(s) with a copy of the schedule

## SITE OVERVIEW

- Review the Commander safety mission statement
- Discuss the number of civilians, contractors, and military personnel at the worksite
- 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 goals and objectives
- List and explain your SMS initiatives and improvements
- Present your injury and illness rates over the most current three-year period; be prepared to discuss
- Discuss identified safety and health trends and what is being done to address them



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 safety and health 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/>.