Approved Form
OMB Control Number 1218-0269
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Recruitment Questions

Some organizations will be contacted by phone to ascertain their interest in playing a role in the organization and promotion of Safe + Sound Campaign activities.

The script is suggested, but conversations will all be different and will be guided by the organization being recruited.

Hello, I'm calling from the Occupational Safety and Health Administration with regard to the national Safe + Sound Campaign. We'd like to have [organization name] be a part of this important initiative and upcoming Safe + Sound Week. Do you have a few moments to talk with me about the Campaign and what we have planned, or is there another person at [organization name] that I should contact instead?

- **Scenario 1 - Reached the right person, but they are not interested**

  "Thank you for your time. Feel free to reach out to us at **safeandsoundcampaign@dol.gov** if you would like more information or if you are interested in joining the Campaign in the future."

- **Scenario 2 - Reached the wrong person, but they provide another POC**

  "Thank you for talking with me and for providing me [POC Name]'s contact information."

- **Scenario 3 – Reached the right person, but no time to talk currently**

  "Thank you for your time. When should I call back to discuss [organization name]'s possible involvement in the Safe + Sound Campaign?"

- **Scenario 4 – Reached the right person and they have time to talk**

  "Great! The Safe + Sound Campaign encourages every workplace in the United States to have a safety and health program that includes management leadership, worker participation, and a systematic approach to finding and fixing hazards. Throughout the year, the Campaign will promote the adoption of safety and health programs by offering periodic messaging and communications; live, publicly available webinars at no cost; access to educational content from Campaign Organizers; and local events. This programming leads up to Safe + Sound Week where organizations host events and activities that can help initiate a safety and health program or energize an existing one.

PAPERWORK REDUCTION ACT BURDEN STATEMENT
Public reporting burden for this voluntary collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. OSHA will use this information to evaluate participation in Safe + Sound Campaign. Persons are not required to respond to the collection of information unless it displays a current valid OMB control number. If you have any comments about this estimate or any other aspects of this data collection, including

suggestions for reducing this burden, please send them to OSHAPRA@dol.gov or to US Department of Labor, OSHA Directorate of Standards and Guidance N-3609, 200 Constitution Avenue, NW, Washington, DC 20210.

'Partners' encourage their members to participate in Campaign events, such as Safe + Sound Week, and share Campaign resources that will be made available during the year through their channels of communication, such as their website, newsletters, and social media posts. As a benefit to Partners, OSHA and the Campaign Organizers send out advance information and resources, and your logo is displayed on the OSHA webpage. In addition, OSHA would be happy to work with [organization name] to tailor communications and guidance materials for your particular industry and audience.

Would [organization name] be interested in becoming a Safe + Sound Campaign Partner?

- **If "Yes"**

Thank you. I'll be sending you an email containing useful information on resources available to help plan and promote activities and events, as well as images you can put on your website, newsletters and social media to show your commitment to the Safe + Sound Campaign as a Partner.

What email address should I send this information to?

To get started, we ask that you send your organization's logo to safeandsoundcampaign@dol.gov. I'll include this address in the email I send you.

Thank you very much for your time and support. Do you have any questions I can answer?

- **If "No"**

Thank you for your time. Feel free to reach out to us at safeandsoundcampaign@dol.gov if you would like more information, or if you are interested in joining the Campaign in the future.

- **If "Need to check with board/others"**

Sure, I understand. I will send you an email with what we discussed today. We look forward to hearing from you.

Outreach Questions

Partners will be contacted at least once a year to:

- Ensure their contact information is up-to-date
- Promote Safe + Sound activities
- Learn more about their experience in Safe + Sound
- Discuss what Safe + Sound can do to help meet their organizational goals and needs
- Express appreciation for their participation in Safe + Sound

Partners will be asked the following questions:

1. **What did [organization name] do to promote Safe + Sound Week last year?**

Delivered content provided by Safe + Sound through:

- ❑ Newsletter
- ❑ Magazine
- ❑ Blog
- ❑ Social Media
- ❑ Meeting/Conference/Convention presentation/poster/table
- ❑ Held an event/training on safety and health programs
- ❑ Created original content/materials for members on safety and health programs
- ❑ Collaborated with OSHA on resources (*ask how they used the resources)*
- ❑ Other – (e.g. website, press releases, community forums/portals, print media, email listserv, etc.)

2. **What did [organization name] do to promote the Safe + Sound Campaign throughout the year?**

Delivered content provided by Safe + Sound through:

- ❑ Newsletter
- ❑ Magazine
- ❑ Blog
- ❑ Social Media
- ❑ Meeting/Conference/Convention presentation/poster/table
- ❑ Held an event/training on safety and health programs
- ❑ Created original content/materials for members on safety and health programs
- ❑ Collaborated with OSHA on resources (*ask how they used the resource)*
- ❑ Other – (e.g. website, press releases, community forums/portals, print media, email listserv, etc.)

3. **Do you have an estimate of the total number of stakeholders that were reached with these activities?**

4. **How do the Safe + Sound activities fit with your organization's safety and health program priorities and goals?**

5. **How else can Safe + Sound be used to add value to your organization and stakeholders (e.g. materials, resources, engagement opportunities)?**

6. **Will you be using any additional communication channels this year?**

- ❑ E-newsletter
- ❑ Hard copy newsletter
- ❑ Magazine
- ❑ Blog
- ❑ Twitter
- ❑ LinkedIn
- ❑ Facebook
- ❑ Pinterest
- ❑ Instagram
- ❑ Snapchat
- ❑ Webinars
- ❑ Videos (e.g. YouTube, Vimeo, etc.)
- ❑ Podcasts
- ❑ Conferences/Trade Shows/Annual Meetings
- ❑ Other (e.g. website, press releases, community forums, print media, email listserv, etc.)

7. **Question 6: Does your organization have an annual conference/event/meeting?**
    a. When is it held?
    b. Would you or someone in your organization be willing to discuss the potential for a Safe + Sound presence (e.g. presentation, table/booth at expo, ad in program, etc.)?

8. **Does your organization have a safety award/recognition program?**
    a. When are the awards given?
    b. What is the selection criteria?

9. **Do you have regional/state/local chapters? How do you engage with them?**

10. **Are there any updates to your primary Safe + Sound contact?**

11. **Are there any additional contacts from your organization that receive or should receive Safe + Sound communications?**

    - ❑ Government Relations
    - ❑ Communications
    - ❑ Social Media
    - ❑ Safety and Health Subject Matter Expert(s)