

# Creating an In-Brief Presentation for OSHA

*Your opportunity to provide information about your site and your SOHMS 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 and occupational health management system (SOHMS) to the assessment team. It also helps set a positive first impression of your SOHMS.

Prior to the in-brief, ask the OSHA team if they would like to introduce themselves before or after your presentation. Your presentation needs to be engaging, informative, and concise. Use slides or distribute handouts to better communicate the information – this also ensures your presentation is organized and captures key elements. Consider having employees present a portion of the material. Using this approach demonstrates employee involvement and commitment to the SOHMS. Remember, employees who present should focus on specific topics so the in-brief stays on track and on time.



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## **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, 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

- Explain the assessment schedule so everyone knows the plan
- Provide all involved persons a copy of the schedule

## SITE OVERVIEW

- Review the organization's safety and health (S&H) mission statement
- Discuss the number of civilians, contractors, and military personnel at the worksite
- Display a site map showing all your locations or facilities
- Have management brief their areas of responsibility, describing the type of work performed and the hazard within their areas

## VPP EFFORTS AND IMPACTS OF VPP ON YOUR ORGANIZATION

- Review the status of your S&H goals and objectives
- List and explain your SOHMS initiatives and improvements
- Present and be prepared to explain your current three-year period injury and illness rates
- Discuss identified S&H trends and actions taken to address the trends



The images illustrate special events held at organizations to promote employee safety and health.  
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## BEST PRACTICES AND OPPORTUNITIES FOR IMPROVEMENTS

- Highlight best practices related to S&H and VPP implementation
- Showcase organizational events dedicated to S&H (e.g., Safety Days, Safety Stand Downs, Health and Wellness Initiatives)
- Discuss any SOHMS sub-element progress that demonstrates continuous improvement

## QUESTIONS

- Allow time for questions at the end of your presentation

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