

Working Lunches & VPP

Working lunches are common during Occupational Safety and Health Administration (OSHA) Voluntary Protection Programs (VPP) on-site assessments. The assessment team can interact with various levels of employees, gain insight into employee involvement at your organization, and receive information on SOHMS initiatives and processes in an informal setting while eating. This is your opportunity to highlight specific safety and health (S&H) initiatives, showcase your achievements, and talk about your safety and occupational health management system (SOHMS) journey.

Confirm your OSHA Regional VPP Manager's preferences regarding working lunches; some prefer them, others do not. If they do, schedule working lunches earlier in the week since this is when the assessment team gathers most of their information.

This one pager provides ideas to help you select topics to present during a working lunch.

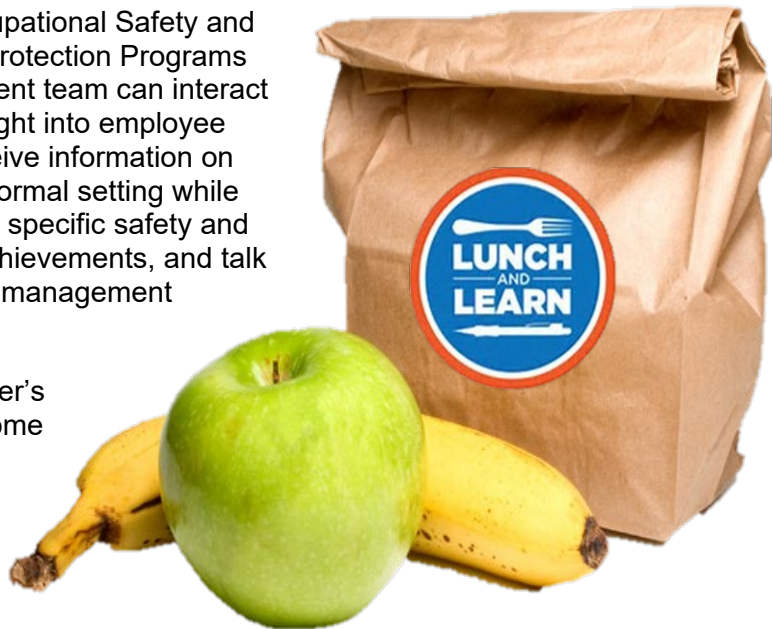


Image courtesy of Bing Images (free to share and use) and Microsoft (Creative Commons)

TOPICS AND PRESENTATION

Select topics that showcase the execution of your processes, highlight your best practices and things your organization did to improve the SOHMS, talk about any struggles and what you did to overcome them, and promote employee involvement in S&H. Tie any content back to VPP so the assessment team understands why it is meaningful for your site and their assessment. For reapproval assessments, showcase things you have done since the last on-site visit.

Lunch Topic Ideas

- **Leadership** – Present on their involvement and culture changes, how this has impacted the SOHMS
- **Employees** – Present on a S&H topic, initiative, best practice, or improvement related to the 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, how we tackled SOHMS challenges (in a positive manner), and ways they are personally involved in VPP

Working lunches should be informative and entertaining for the assessment team. Remember that these do not need to be formal! You can use PowerPoint® slides or have personnel sit around the table and speak on pre-selected topic. Choose an approach that works best for your workforce. Additionally, make sure your organization drives the working lunch – plan discussion topics, lead the conversation, and keep everyone on track.

MEAL LOGISTICS

Don't forget the "lunch" part of a working lunch!
Consider these suggestions:

- Determine if any team members have dietary restrictions and identify food options prior to the assessment
- Provide menus to the assessment team and ask them to select their lunch options the morning of the working lunch
- Assign an individual from your organization to place and pick up food orders
- Collect meal payment (the assessment team must pay for their meals)
- Deliver lunches according to the agenda to keep the team on schedule.



Image courtesy of Bing Images (free to share and use)

DRY RUNS

Conduct dry runs for each working lunch topic. A dry run ensures you can convey the messages you want to deliver clearly and concisely. It also helps presenters gauge the flow and timing of the working lunch, make sure they tie information back to VPP, and anticipate questions. Dry runs help you stay on track during the actual working lunch session and can ease nervous presenters as well.

WORKING LUNCH EXAMPLE

- 1 • The presenters (one SOHMS champion and four employees) greet the assessment team
- 2 • The team sits with safety office personnel and the presenters and receives their lunch order
- 3 • The presenters deliver the working lunch presentation, "Implementing Our New Machine"
- 4 • The champion provides some background information and explains how the machine supports the site's mission
- 5 • The four employees discuss the VPP elements and how the organization used processes within each element to get the machine operational and safe
- 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.smscx.org/>.