

Using a SOHMS Passport for Employee Participation in Safety & Health

Employee participation and engagement is a crucial element of any safety and occupational health management system (SOHMS). Involving your employees in your organization's SOHMS might be difficult initially; often because employees do not know how they can participate or what they can do to be involved in safety & health (S&H). Creating an SOHMS "passport" can help!

These passports list the different ways employees can participate in your organization's SOHMS. Many include ways for supervisors and managers to get involved too. Some organizations even incentivize their passports! Employees who complete their passport earn recognition or awards. This one pager provides tips, tricks, and best practices to successfully implement an SOHMS passport and increase employee participation in your SOHMS.

DEVELOPING YOUR SOHMS PASSPORT

While developing and distributing a passport can be beneficial early in the implementation of your SOHMS, it is not a requirement. Any organization can use a passport, no matter where they are in their SOHMS journey. You can include a variety of information as you develop your passport, such as:

- S&H Policy or Mission statement – review any organizational commitments to S&H
- Purpose – discuss why your organization chose to implement an SOHMS and SOHMS passport
- Directions – explain who may participate in the passport program, who administers and tracks passports, how to complete and submit a passport, the length of time a passport is active, and what to do if a passport is lost
- Awards and Recognition – review why employees should care about doing the passport and include any award or recognition information (e.g., monetary compensation, time off, or group parties)
- Signature Blocks – create space for the employee's, supervisor's, and safety office's signatures of approval and completion

CREATING SOHMS PASSPORT ACTIVITIES

Think about your organization's mission, S&H directives, goals and objectives, trends, or areas of opportunity and use these as starting points to create passport activities applicable to your organization. Activities can include searching for S&H-related information to increase employee knowledge, getting involved in S&H initiatives and activities like work area inspections, hazard analysis, or tiger teams. Don't limit your passport activities to the workplace, you can even choose health-related initiatives or home safety/community items!

VPP PASSPORT FOR SUPERVISORS AND EMPLOYEES



REACHING FOR A STAR



Image Courtesy of Ogden Air Logistics Complex

List twenty (20) to thirty (30) different activities – a variety of activities give employees the option to choose which they would like to do! Pick an additional ten (10) activities only for supervisors. Your supervisors complete several employee activities AND some from the supervisor activities list.

EXAMPLES OF EMPLOYEE INVOLVEMENT IN PASSPORTS

Participate in a work area self-inspection	Develop or lead the discussion of a topic in a shop safety stand down	Join the safety committee or another safety-related working group
Obtain a current cardiopulmonary resuscitation (CPR) card	Visit your physician for an annual physical	Volunteer and direct post-day shift pedestrian traffic at least once
Change batteries in your smoke and carbon monoxide detectors annually	Attend ten consecutive shop safety meetings	Design a safety poster to display on an official safety bulletin board
Review your safety bulletin board to complete the following questions	Share a safety practice you utilize at home during a work center safety meeting	Recommend corrective actions for a reported hazard/near miss or mishap

EXAMPLES OF SUPERVISOR INVOLVEMENT IN PASSPORTS

Approach at least two employees per week with positive feedback regarding observed safe behavior	Update your work area bulletin boards with a new home safety topic monthly	Conduct two monthly spot interviews of your employees, asking them safety-related questions to increase their SOHMS knowledge
Train area employees to assist with workplace inspections or accident investigations	Submit at least four reviewed job hazard analyses (JHAs) and submit them to the safety office every quarter	Nominate one of your employees or your team for the Safe Employee or Safe Team of the Quarter

SOHMS PASSPORT TIPS AND BEST PRACTICES

- Use your passport as a tracking device to measure participation and set goals to increase engagement based on the types of activities and number of passports completed
- Promote the passport during Commander's calls and other organizational events
- Do not use the passport year after year – ideally, use it every other year and after hiring a new employee or groups of new employees
- Provide training each year the passport is used or when given to a new employee
- Highlight the passport and employee engagement during external SOHMS assessments

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