

Template for Drafting a Regional or Area Office Alliance

**AGREEMENT ESTABLISHING AN ALLIANCE
BETWEEN
THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
U.S. DEPARTMENT OF LABOR
<SPECIFY OFFICE(S)>
AND
<ORGANIZATION NAME(S)>**

[The opening paragraphs and overall goals may be modified to reflect the specifics of the Alliance, but in general should fit this model.]

The Occupational Safety and Health Administration (OSHA) and <Organization Name(s)> recognize the value of establishing a collaborative relationship to foster safer and more healthful American workplaces. OSHA and <Organization Name(s)> hereby form an Alliance to provide <Organization(s)> members and others with information, guidance, and access to training resources that will help them protect employees' health and safety, particularly in reducing and preventing exposure to <specify> hazards <and/or> addressing <specify> issues. In developing this Alliance, OSHA and <Organization Name(s)> recognize that OSHA's State Plan and Consultation Project partners are an integral part of the OSHA national effort.

[The goals and objectives listed below are broken out by standard goal types (training and education; outreach and communication; and promoting the national dialogue on safety and health). To the extent possible, they should contain specifics. In addition, they may be customized to fit the circumstances. Delete any that do not apply.]

OSHA and <Organization(s)> will work together to achieve the following training and education goals:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming the type of course to be developed or the course content.]

- Work with OSHA to provide expertise to develop training and education programs for <specify audience> regarding <specify hazard(s) or issue area(s)>, and to provide expertise in communicating such information to employers and employees in the industry.
- Deliver or arrange for the delivery of <specify> courses.

- Work with OSHA to provide expertise to develop workplace safety and health curricula on <specify>.

OSHA and <Organization(s)> will work together to achieve the following outreach and communication goals:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming specific conferences to attend or the audience(s) to be reached.]

- Work with OSHA to provide expertise in developing information on the recognition and prevention of workplace hazards, and to provide expertise in developing ways of communicating such information (e.g. print and electronic media, electronic assistance tools and OSHA's and the <Organization's> Web sites) to employers and employees in the industry.
- Speak, exhibit, or appear at OSHA's or <Organization(s)> conferences, local meetings, or other <specify> events.
- Share information among OSHA personnel and industry safety and health professionals regarding <Organization(s)> best practices or effective approaches and publicize results through outreach by <Organization(s)> and through OSHA- or <Organization(s)>-developed materials, training programs, workshops, seminars, and lectures (or any other applicable forum).
- Promote and encourage <Organization(s)> members' or worksites' participation in OSHA's cooperative programs such as compliance assistance, the Voluntary Protection Program, Consultation, and the Safety and Health Achievement Recognition Program.
- Work with other Alliance participants on specific issues and projects on <specify issue, industry, or audience> that are addressed and developed through the Alliance Program.
- Encourage <Organization(s)> chapters <and/or> worksites to build relationships with OSHA's Regional and Area Offices to address health and safety issues, including <specify>.

OSHA and <Organization(s)> will work together to achieve the following goals related to promoting the national dialogue on workplace safety and health:

[Following are model objectives for this goal. Delete any that do not apply and to the extent possible, make specific those that do, for example, by naming specific studies to be conducted or the audience(s) to be reached.]

- Raise others' awareness of and demonstrate their own commitment to workplace safety and health whenever <Organization(s)> leaders address groups.
- Develop and disseminate case studies illustrating the business value of safety and health and publicize their results.
- Convene or participate in forums, round table discussions, or stakeholder meetings on <specify> issues to help forge innovative solutions in the workplace or to provide input on safety and health issues.

OSHA's Alliances provide parties an opportunity to participate in a voluntary cooperative relationship with OSHA for purposes such as training and education, outreach and communication and promoting a national dialogue on workplace safety and health. These Alliances have proved to be valuable tools for both OSHA and its Alliance participants. By entering into an Alliance with a party, OSHA is not endorsing any of that party's products or services; nor does the Agency enter into an Alliance with the purpose of promoting a particular party's products or services.

[The implementation paragraph, below, may be modified by adding or deleting offices to be represented on the team or by adding descriptions of the required expertise to be represented, according to the specific objectives, strategies, or issues to be addressed under the Alliance.]

An implementation team made up of representatives of both organizations will meet to develop a plan of action, determine working procedures, and identify the roles and responsibilities of the participants. Team members will include representatives of OSHA's Directorate of Cooperative and State Programs. In addition, they will meet at least three times per year to track and share information on activities and results in achieving the goals of the Alliance. **[If appropriate, include: OSHA will encourage State Plan States' and OSHA Consultation Projects' participation on the team.]**

This agreement will remain in effect for <two years/or specify mutually agreed upon period>. <specify: Either/Any> signatory may terminate it for any reason at any time, provided they give 30 days written notice. This agreement may be modified at any time with the concurrence of <specify: both/all> signatories.

 <Name>
 <Title>
 Occupational Safety and
 Health Administration

 Date

 <Name>
 <Title>
 <Organization Name>

 Date