

ATTACHMENT H
FOLLOW-UP NONRESPONSE LETTERS FOR
EMPLOYERS (PHASES I AND II)
AND PROVIDERS

Nonresponse Follow-up Letter to Employers

[NIOSH LETTERHEAD]

Dear Sir or Madam:

We recently wrote to you asking that you complete a survey over the internet for a project being conducted by the National Institute for Occupational Safety and Health (NIOSH). As of today, we have not received a response from you. We realize you may not have had time to respond, but we would still greatly appreciate hearing from you. This study is being done to assess the current state of the occupational safety and health professional workforce, and to determine critical training needs for such professionals in the coming years.

Your establishment was selected for this study by means of a scientific process designed to yield a sample of employers that is representative of employers across the nation.

Participating in the study is easy. Simply go to the following website (www.SITE-URL.com) and enter your unique username and password: **Username:** xxxxxxxx **Password:** xxxxxxxx

The data for this study is being collected for NIOSH by Westat, a research company in Rockville, Maryland. Westat is required to protect the privacy of all information collected. Under no circumstances will information held by NIOSH and Westat be released in a form that allows for the identification of individual establishments or employees.

Of course, your participation in this study is voluntary and there is no penalty for not participating. We are writing to you again because the study's usefulness depends on receiving as many responses as possible.

If there is someone else in your organization who would be a more knowledgeable respondent for this survey, please forward this request to that individual. If you have any questions about the study, please call Westat toll-free at 1-xxx-xxx-xxxx.

Sincerely,

Nonresponse Follow-up Letter to Providers

[NIOSH LETTERHEAD]

Dear Sir or Madam:

We recently wrote to you asking that you complete a survey over the internet for a project being conducted by the National Institute for Occupational Safety and Health (NIOSH). As of today, we have not received a response from you. We realize you may not have had time to respond, but we would still greatly appreciate hearing from you. This study is being done to assess the current state of the occupational safety and health professional workforce, and to determine how many and what types of occupational safety and health professionals do academic institutions expect to produce in the coming years.

The first objective is being met through a survey of a nationwide sample of employers. The second objective is being met through a survey of education and training programs such as yours that produce professionals in fields related to occupational safety and health. We are attempting to survey all such programs in the nation.

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Of course, your participation in this study is voluntary and there is no penalty for not participating. We are writing to you again because the study's usefulness depends on receiving as many responses as possible.

If there is someone else in your organization who would be a more knowledgeable respondent for this survey, please forward this request to that individual. If you have any questions about the study, please call Westat toll-free at 1-xxx-xxx-xxxx.

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