

Attachment 2. Telephone Solicitation Protocol

1. Call person completing the SOII survey for the 2013 reference year.
2. Hello, my name is (NAME). I am calling for the U.S. Department of Labor, Bureau of Labor Statistics. Is (INITIAL CONTACT NAME) there? Our records show that you are the person that completed the 2013 Survey of Occupational Injuries and Illnesses. Are you the person who prepares this report?
 - YES
 - NO

The Bureau of Labor Statistics is conducting a study to better understand workplace injury and illness recordkeeping. We need your help to make our data better. We are interested in talking to you about your experiences with the BLS survey, your company's general recordkeeping practices, as well as some of your recordkeeping specifically during the 2013 calendar year. As such, it would be helpful if you could consult your OSHA 300 log and Worker's Compensation logs from the year 2013, during our interview, if available.

I realize you are probably very busy, but would you have a little time in the next month to assist us with this study? It would be very valuable to us if we could [meet in person/talk on the phone] with you. We estimate it will take you an average of 40 minutes to participate in this research.

As you may know, the Bureau of Labor Statistics is an independent statistical agency and will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act (Title 5 of Public Law 107-347), the information you provide to the BLS will not be disclosed in identifiable form without your informed consent.

Your participation in this research project is voluntary, and you can decline to answer any questions. This survey is being conducted under OMB Control Number 1220-0141. Without this currently-approved number, we could not conduct this survey. (Expiration: February 28, 2015). This study is not part of any type of enforcement action and we are not conducting an OSHA inspection. Per federal law, we will not and cannot share any information with OSHA.

3. IF RESPONDENT AGREES:

- Two people from our research team will [travel to your establishment to talk with you / call you over the telephone]. Which day between [DATE] and [DATE] would be best for you?
APPT DAY: _____

- What might be the best time of day for our [in-person visit / phone call]?

APPT TIME: _____ (ABOUT 40 MINUTES)

- I called [PHONE NUMBER]. Is this the best phone number to use to reach you?
 - YES
 - NO → CORRECT THE INFORMATION HERE: _____

- We'll give you a reminder call or email about our appointment a day or two before the interview.

- [If in-person] Confirm mailing address and tell respondent we will send a letter describing more about our meeting. Also get, email for possible reminder.

Email: _____

- If you need to reach me for any reason, you can call me at [NUMBER]. Again, my name is [NAME]. Do you have any questions for me? Thank you very much for your time. We look forward to talking with you.

Recruitment Appointment Reminder Call or Email

Call establishment two or three days before the scheduled interview to remind them of the following:

- interview time and date
- let them know who will be there from BLS
- Give them the appropriate phone # for BLS staff in case there is a last minute problem.