

Attachment 1

Draft introductory email and Services Sector Council Web-Survey

NORA Service Sector Council Members,

Greetings. Included in this email is a link to a brief online questionnaire. This questionnaire seeks to understand your preferences and ideas for how to address the NORA Services Sector Research Agenda through Council meetings and activities in the upcoming year. Your participation is voluntary, and I expect that it will take you no longer than 15 minutes to complete. The questionnaire does not collect personally identifiable information and the results will not be disseminated publically. Results from the questionnaire will be used to facilitate a discussion during our next meeting, and as the basis for developing a plan for our Council for the next year.

Thank you very much for your time. If you have any questions about this questionnaire or the NORA Services Sector Council meeting, please call me.

Sincerely,

Cherie

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Services Sector Council Web-Survey

The purpose of this questionnaire is to collect information from NIOSH Services Sector Council members to understand preferences and ideas for how to address the NORA Services Sector Research Agenda through information exchange, networking, and dissemination and implementation activities in the upcoming year.

The results from this survey will be used to facilitate a discussion to further refine plans for upcoming Council meetings and activities, resulting in a plan for the Council to move forward with addressing the NORA Services Sector Research Agenda.

Your responses will not be reported in connection with your name or email address or disseminated to the public.

Thank you for your time.

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1. Which of the following Services Sector objectives are **most aligned** with your interests/expertise? (select one or two)

| Objective | ✓ |
|---|---|
| Reduce the incidence and severity of traumatic injuries. | |
| Develop, test, and disseminate intervention programs for musculoskeletal disorders. | |
| Reduce injuries and illnesses among contingent workers. | |
| Reduce incidence of chronic disease. | |
| Reduce hearing loss. | |

2. Would you be interested in being part of a sub-committee of Council members focused on self-selected activities/projects that contribute to the objective/s selected above?
- Yes
 - No
 - It depends (please explain: _____)

Council Activities

3. Please check the **one** information sharing activity for which you would like to see the greatest focus of the Council in the coming year.

| Information Sharing | ✓ |
|--|---|
| Members share relevant information such as meetings or conferences, training opportunities, funding sources, community survey data, programs, or updates about their organization's work | |
| The Council coordinates webinar presentations that are relevant, high quality, and done by a variety of organizations (not just NIOSH) | |

| | |
|---|--|
| The Council helps members keep up to date on information about occupational safety and health in the services sector through activities other than webinars | |
|---|--|

Please describe your ideas or suggestions for how the Council can work on this activity in the coming year.

- Please check the **one** networking activity for which you would like to see the greatest focus of the Council in the coming year.

| | |
|--|---|
| Networking | ✓ |
| Council members build and maintain relationships with one another | |
| The Council builds and maintains meaningful collaborations with other organizations. | |

Please describe your ideas or suggestions for how the Council can work on this activity in the coming year.

- Please check the **one** dissemination and implementation activity for which you would like to see the greatest focus of the Council in the coming year.

| | |
|--|---|
| Dissemination and Implementation of Solutions | ✓ |
| The Council engages in implementation activities/projects that contribute to strategic objectives | |
| The Council engages in dissemination activities/projects that contribute to strategic objectives | |

Please describe your ideas or suggestions for how the Council can work on this activity in the coming year.

- Please describe any additional ideas or suggestions you have for ways in which the Services Sector Council can work to address the NORA Services Sector Research Agenda in the coming year.
- Please rank order these three Council activities based on which you would like to see the greatest focus of the Council in the coming year.

- 1 = Most focus
- 2 = Moderate focus
- 3 = Least focus

_____ Information sharing

_____ Networking

_____ Disseminating/implementing solutions

Safety Interventions

8. Have you or your organization implemented any safety interventions in the past 5 years? (select one)
- Yes
 - No (skip to #12)
9. Please briefly describe the safety intervention/s you or your organization implemented.
10. Where did you learn about the safety intervention/s you or your organization implemented? (select all that apply)
- Suggested by the Council
 - Suggested by NIOSH funded-research
 - Other (please describe: _____)
11. We are considering holding a meeting focused on safety interventions. Would you (or a designee from your organization) be willing to give a presentation describing the safety intervention/s you or your organization implemented at a Services Sector Council meeting?
- Yes
 - No
 - It depends (please explain: _____)

Meetings/Scheduling

12. Check the day/s of the week that typically work best for you for attending a Council meeting or webinar: (select all that apply)
- Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
13. Check the time/s of the day that typically work best for you for attending a Council meeting or webinar: (select all that apply)
- 11:00am EDT
 - 1:00pm EDT
 - 2:00pm EDT
 - 3:00pm EDT
 - 4:00pm EDT
14. Do you prefer many short webinars or fewer long ones?
- Many short webinars (e.g., monthly, one-hour)
 - Fewer long webinars (e.g., quarterly, 3-hour)
 - Other (please explain: _____)

15. Would you be able to travel to Cincinnati in 2018 for an in-person Council meeting at your own expense?
- Yes
 - No
 - It depends (please explain: _____)
16. Do you plan on attending the 2018 Council of State and Territorial Epidemiologists (CSTE) annual conference in West Palm Beach, Florida on June 10-14?
- Yes
 - No
 - Maybe
17. Do you plan on attending the 2018 National Occupational Injury Research Symposium (NOIRS) in Morgantown, West Virginia on October 16-18?
- Yes
 - No
 - Maybe
18. Please list any other face-to-face meetings (e.g., conferences, professional associations) you plan on attending (or are likely to attend) in the upcoming year. Please list the name, location, and date/s for each meeting.
19. Please list any recommendations you have for 2018 Services Sector Council webinar topics and speakers.

Thank you for your time!