

Dear _____,

As you may already know, the DOHS is currently working to develop a safety communication initiative at the NIH. The purpose of this effort will be to help promote safe practices within individual workspaces and enhance the overall culture of safety on campus.

To help inform our efforts, we would like to hear from you. Dr. Carolyn Lagoe (a DOHS consultant) will be holding individual interviews with members of the NIH community to learn more about your experiences with safety. We are seeking feedback from federal employees and contractors. Information collected from these interviews will be used to design and implement a safety communication initiative that is based on best practices and appropriately addresses the needs of our audience.

Interviews are completely voluntary and information provided in interviews will remain secure to the extent permitted by law. Key themes from these interviews will be summarized and reported in a general results report. No personally identifiable information will be included in that report.

If you are interested in meeting with Dr. Carolyn Lagoe, please contact her at Carolyn.Lagoe@NIH.gov; Dr. Lagoe will be coordinating half hour meetings on February 12th, 13th and 14th.

Thank you for your consideration of this request.

Sincerely,

Name

OSHC Member