



(Pipe in date letter mailed as: Month, ##, 2019)

Dear (Pipe in First and Last Name):

I am sending you this letter because you work in the Alaskan aviation industry and I need your help. I am asking you to complete a survey for the Alaska Aviation Workers Safety Study. This is a research study on ways to reduce injuries and increase safety for workers in the Alaska aviation industry.

The National Institute of Occupational Safety and Health (NIOSH), a federal agency that studies worker safety and health, funded this study. NIOSH hired the University of Alaska's Institute of Social and Economic Research (ISER) to conduct this study. The surveys are so we can learn about risks and injuries to people in these jobs: pilots; mechanics and maintenance personnel; ramp, baggage, cargo, and dock agents; and customer service agents.

The survey takes about 15 to 25 minutes. It asks what you do in your job, what about your job puts you at risk, what you do to reduce risk, and if you have ever had an on-the-job injury or illness. I also want to know your ideas about what could make your job safer.

Air carrier managers gave us names and contact information for employees in the selected jobs. I used random numbers to select people from the list of those who work as a (*Insert occupational group*). As part of this scientific selection process, I cannot replace your name with another (*Insert occupational group*). I believe you work for (*Pipe in company name*). If you no longer work as a (*Insert occupational group*) or you no longer work for (*Pipe in company name*), would you please call our toll-free number [907-xxx-xxxx](tel:907-xxx-xxxx) to let us know.

I have included a letter from *a respected industry leader* saying why they support this project.

Here are some things to keep in mind.

1. Your answers are confidential. The computer file with your answers will not have your name, phone number, mailing, email, IP address, or anything else that will make you or your company identifiable.
2. No one, including your employer, will know if you completed the survey.
3. The survey is not a test. I want you to answer the questions based on what you think and believe.

Please enter your survey link below in a web browser (such as Google, Explorer, or Firefox) to get to the survey. Or, you can use your mobile device (cell phone or tablet) to complete the survey. Please turn your mobile device sideways so you can see all of the question.

(INSERT PERSONALIZED LINK HERE)

This link takes you to a Consent Form that tells about the survey and your rights as a person in a research study. After reading the Consent Form, and if you agree to complete the survey by clicking the button that says, "Yes, I agree to be in this research study" it leads you to the survey. I have included a copy of the Consent Form with this letter.

If you have any questions, please contact me, Rosyland Frazier, at (907) 786-5432 or rrfrazier@alaska.edu, or Jessica Passini, at (907) 786-5412 or jnpassini@alaska.edu. Or you may call our toll-free number 907-xxx-xxxx and someone can answer questions and describe other ways you can complete the survey.

Thank you for your help!

Sincerely,

Rosyland Frazier
Principal Investigator
Institute of Social and Economic Research
University of Alaska Anchorage