



REQUEST A PROCLAMATION FOR SAFE + SOUND

One way that businesses and organizations recognize their commitment to safety and health in the workplace is with a Safe + Sound proclamation. A proclamation is a signed statement from a government official such as a governor or mayor that formally recognizes an event or idea as important. Make a proclamation during Safe + Sound Week or to recognize a safety accomplishment at any time.

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PURPOSE

Proclamations help highlight the importance of safety and health programs in the workplace. Benefits of a proclamation include:

- Gain attention from political leadership
- Recognize the accomplishments of local or small businesses
- Share a message about the importance of safety and health programs



Copy of the 2019 Nebraska Safe + Sound Week Proclamation



MAKE A PROCLAMATION REQUEST



While the specific process for requesting a proclamation varies from state to state, there are several general steps to follow:

- 1. Determine who will sign the proclamation.** Decide if you will request the proclamation from a representative from local or state government (e.g., from the governor or a mayor). Consider that local officials may be easier to approach but state officials may reach a wider audience. **Next, check the representative's website for information on how to request a proclamation.** Often there will be a form to complete. Make your request as early as possible, as it could take a month or several weeks to process and receive.

Note: Some representatives or bodies of government (e.g., a Board of Commissioners) make proclamations at regular meetings. Check for meeting postings to learn these dates and plan ahead.

Not sure where to start? Find your representatives at [usa.gov/elected-officials](https://www.usa.gov/elected-officials).



- 2. Select a theme for the proclamation.** Decide what main ideas about safety and health you would like the proclamation to highlight. Examples could include recognizing small businesses or calling on managers or owners to commit to workplace safety.



Example: Recognize Small Businesses

Governor Laura Kelly of Kansas proclaimed August 15th – 21st, 2022 Safe + Sound Week in Kansas. This proclamation recognized work of the Safety and Health Consultants in the Kansas Department of Labor, Division of Safety and Health Safety who are committed to saving lives every day. It encouraged all employers and workers to make the State of Kansas a safe and healthy place to work.

Left: Governor Kelly signing the Safe + Sound Week proclamation surrounded by local small business owners.

3. **Reach out to key players.** Contact other leaders, legislators, important businesses, and organizations for their support in drafting a proclamation.
4. **Submit the proclamation request.** Submit your request through the proper government channels. Pay attention to specific guidelines and what additional documents may be required.
5. **Continue communication.** Communicate via email or phone with administrators and government officials regarding the proclamation as the date approaches. Remain respectful of the official's time and clearly define your deadline.
6. **Promote the proclamation.** There are many ways to promote the proclamation, here are a few options:
 - Notify key organizations, individuals, and media about the proclamation.
 - Coordinate with the jurisdiction's public affairs office for the official signing of the proclamation.
 - Announce the proclamation through multiple communications channels, such as social media and a press release.

Find more information, invitation text, and press release help below.

7. **Host a signing ceremony.** A signing ceremony with the official and the business representatives offers another opportunity to recognize and promote the proclamation.



Example: Call on Managers to Commit to Workplace Safety

In 2020, Mayor Judith Sheets of Frankfort, Indiana proclaimed August 10 – 16 as Safe + Sound Week in Frankfort. The city of Frankfort department heads accepted the “Take 3 in 30” challenge, which calls on managers to complete 3 actions in 30 days to advance workplace safety and health culture. The city of Frankfort posted a picture to their Instagram of the city's department heads committing to Safe & Sound week and the “Take 3 in 30” challenge.

DRAFT TEXT FOR THE PROCLAMATION



Decide the key ideas about safety and health to highlight in your proclamation. If you are a business, look at your mission statement or organizational values. If you represent multiple businesses, gather feedback on what to highlight.

It may be helpful to look at what elements of safety and health programs your government official values and highlight where your goals best align. See the [Safe + Sound website](#) for details on the core elements of a safety and health program.

YOU MIGHT INCLUDE...

Statistics on workplace injuries and fatalities. You may want to prepare workplace statistics before the proclamation process begins in case your government representative asks.

Example: A proclamation in Nebraska stated, "Each year, more than 3.6 million workers suffer from serious job-related injuries or illnesses and over 5,000 Americans die (a rate of 14 per day) from work-related incidents."

Reasons why workplace injuries and fatalities are preventable. It is important for the proclamation to highlight how Safe + Sound Week can help stop preventable workplace injuries and fatalities.

Example: The 2022 Iowa proclamation stated, "The State of Iowa encourages all employers and workers to contribute to this safety initiative and help make the State of Iowa a safe and healthy place to work."

Description of Safe + Sound Week. If the purpose of the proclamation is for a government representative to officially declare Safe + Sound Week an event in their state or region, provide information on the importance of Safe + Sound Week.

Example: "Safe + Sound Week is a nationally recognized event that celebrates the successes of businesses that have implemented safety and health programs in the workplace."

Language on Safe + Sound Week could also introduce the [three core elements of a safety and health program](#): management leadership, worker participation, and find & fix hazards, such as in this [2022 proclamation from Iowa](#).

HOW TO STRUCTURE THE PROCLAMATION

Since your government official is writing the proclamation, they will decide on what information is included. You'll need to provide them with some guidance on your selected key message and the information below. However, the general outline of a proclamation may look like this:

- On behalf of the people of STATE or REGION, I, NAME, TITLE, hereby proclaim DATES as Safe + Sound Week
- Whereas, LANGUAGE ON SAFE + SOUND WEEK
- Whereas, STATISTIC ON WORKPLACE INJURIES AND FATALITIES
- Whereas, LANGUAGE ON PREVENTING WORKPLACE INJURIES
- Whereas, KEY ELEMENTS OF A SAFETY AND HEALTH PROGRAM

SAMPLE TEXT

WHEREAS, the residents of (city/state/county) value safe and healthy workplaces for all of our citizens; and

WHEREAS, the majority of workplace injuries and fatalities are preventable, however more than 5,000 U.S. workers die each year from job-related injuries, and millions more suffer occupational injuries and illnesses; and

WHEREAS, businesses spend \$170 billion a year on costs tied to occupational injuries, illnesses and healthcare, as well as facing intangible costs of losing a loved one, friend or coworker; and

WHEREAS, organizations with safer workplaces enjoy increased productivity, higher employee satisfaction, a better reputation and an improved bottom line; and

WHEREAS, during the week of [date], the Occupational Safety and Health Administration, the membership of leading safety professional organizations, and corporate and association partners representing thousands of businesses will recognize the importance of safety and health programs in every workplace and encourage organizations to hold safety as a core value; and

NOW, THEREFORE, I, (name and title), do hereby proclaim (date), to be Safe + Sound Week in (city/state/county), encouraging all organizations, community leaders, employers and employees to support activities designed to increase awareness of the importance of safe workplaces for all.

PROMOTE THE PROCLAMATION



To promote the proclamation, notify key organizations, individuals, and media about the proclamation. Coordinate with the public affairs office for the official signing the proclamation. Be sure to share pictures of the signing ceremony on social media and send to relevant professional organizations, media, or local agencies.

PLAN THE SIGNING CEREMONY

Send invitations and announcements with enough time that people can make arrangements to attend. Consider inviting the following individuals:

- Regional government officials
- Safety administrators
- Representatives from relevant organizations or associations
- Participants from the Safety & Health Achievement Recognition Program (SHARP) or other recognition programs
- Other companies that have shown a commitment to safety and health, especially if they participated in past Safe + Sound Week events

Coordinate with your government official and their staff to either host or attend the signing event. If a photographer will be present, coordinate with them before the event to ensure photo releases are signed. After the event, share your photos through multiple communication channels and check your government officials' website for a press release.

Draft Invitation Text

Invitations may include language such as:

Dear [Name of Business or Individual],

[Name of Representative, Title], recently drafted a proclamation declaring [Date – Date] Safe + Sound Week in our region. We are excited to invite you to the signing of this proclamation.

This event will be held at [Location] on [Date] from [Start Time] to [End Time].

This event will be an opportunity to take pictures and celebrate your safety successes with this important act. Please RSVP to [Contact Information] by [Date].

ISSUE A PRESS RELEASE

A press release on the proclamation may help raise more awareness about Safe + Sound Week. Your government official may want to issue a press release from their office. Some example language for a press release may include:

- Use a headline to summarize. The top of the press release includes a headline that starts with the name of the business, organization, or person followed by language on Safe + Sound Week. The headline should summarize the press release. For example, the North Carolina Department of Labor published a press release titled “NCDOL encourages businesses to participate in ‘Safe + Sound Week’”.
- Include language on Safe + Sound Week. Following the headline, include a paragraph or two on Safe + Sound Week. This should describe the Safe + Sound program and the recognition of the proclamation.
- Insert quotes on Safe + Sound Week. To make the press release more personal, several quotes on the proclamation or topic are often used. For example, the North Carolina Department of Labor in their proclamation included quotes from the Labor Commissioner on Governor Cooper recognizing Safe + Sound Week in North Carolina and from the director of the Department of Labor Occupational Safety and Health Division on the reduction of work-place injuries in North Carolina.
- Encourage participation in Safe + Sound Week. Include a final paragraph or two on how others can participate in Safe + Sound week and links to web sources for more information.

Example: A previous U.S. Department of Labor press release on Safe + Sound Week stated “OSHA’s role is to help ensure these conditions for America’s working men and women by setting and enforcing standards, and providing training, education, and assistance. For more information, visit www.osha.gov.”

ANNOUNCE IN YOUR COMMUNICATIONS

To share your commitment to workplace safety and health, announce the proclamation to your employees, customers, and business community. You could mention the proclamation at a meeting or training event, announce it in a company newsletter, or share information on your social media channels.