



# NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

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## A Worker Dialogue Participating in the Online Dialogue

### Contacting the National Academy

If you have any questions or comments, please contact Danielle Germain ([dgermain@napawash.org](mailto:dgermain@napawash.org), 202-204-3632) or Daniel Honker ([dhonker@napawash.org](mailto:dhonker@napawash.org), 202-204-3633).

### How to Use This Site

Participating in the Worker Dialogue is easy and intuitive. The Dialogue discussion website allows you to do the following:

- Submit an idea
- Comment on another user's idea
- Rate an idea
- Tag ideas
- Search for specific topics or subjects

### Visiting the Worker Dialogue

The Worker Dialogue website is located at [www.workerdialogue.org](http://www.workerdialogue.org); however, the site will display a placeholder page until the Dialogue launches on June 14<sup>th</sup>.

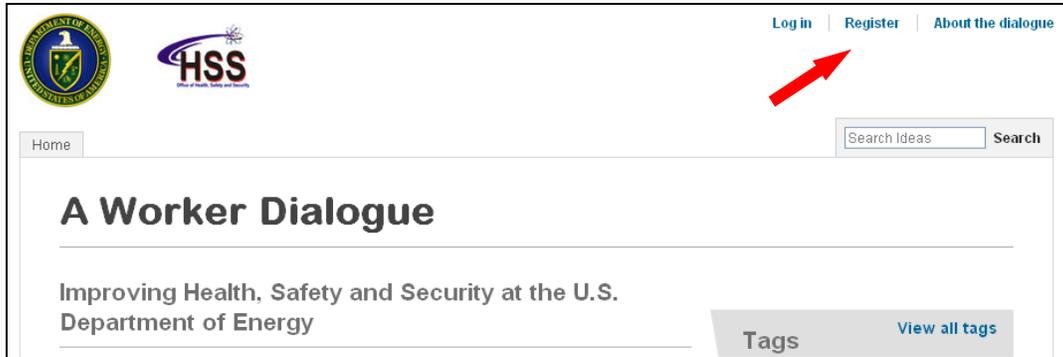
After June 14<sup>th</sup>, visitors to the site will be prompted to enter a username and password prior to entering the site. We have established this password protection to ensure only those invited—union members in the DOE system—can see the discussion on the site. This username and password will be provided in all outreach to union members. (The password prompt box may look different for some users, depending on the web browser used.)



After a visitor enters the username and password, they will enter the Dialogue site. Users do not have to create an account to *view* the Dialogue discussion, but they must do so in order to *participate*.

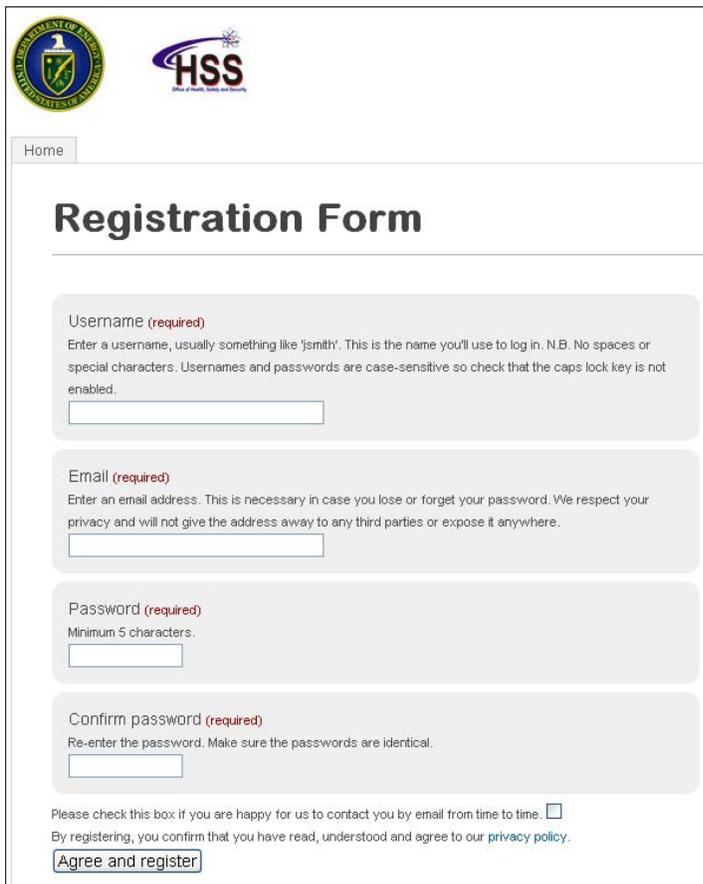
## Getting Started: Creating an Account

If you are new to the site, the first step is to register for an account, which is required to submit an idea, comment, or rating. To do so, click “Register” at the top of the Dialogue home page. A returning user who has already created an account can click “Log in” to sign back into the site.



When registering, a user will answer a few short questions about their location, work, and other demographic information. **The National Academy will not share your responses to these questions with any party, nor will any users be able to see this information on the website.** This information will only be reported in the aggregate so that the National Academy can gain an idea of the breadth of people who came to the site.

### Registering for an Account

A screenshot of the "Registration Form" on the Dialogue website. The form is titled "Registration Form" and includes the following fields and instructions:

- Username (required)**: Enter a username, usually something like 'jsmith'. This is the name you'll use to log in. N.B. No spaces or special characters. Usernames and passwords are case-sensitive so check that the caps lock key is not enabled.
- Email (required)**: Enter an email address. This is necessary in case you lose or forget your password. We respect your privacy and will not give the address away to any third parties or expose it anywhere.
- Password (required)**: Minimum 5 characters.
- Confirm password (required)**: Re-enter the password. Make sure the passwords are identical.

At the bottom, there is a checkbox for "Please check this box if you are happy for us to contact you by email from time to time." and a statement: "By registering, you confirm that you have read, understood and agree to our [privacy policy](#)." Below this is an "Agree and register" button.

To register, a user must provide:

- A custom username of your choice
- An email, whether it is a personal or work account
- A password of your choice
- Zip code
- Union/organization name
- Whether you currently work at a DOE site, or when you most recently worked at a DOE site
- Current DOE site (or most recent, if not currently working at a DOE site)
- Trade (e.g., construction or production) and job duty (e.g., bricklayer, carpenter)
- Years experience in this trade
- The level of workplace hazard you perceive at your DOE site (e.g., low, medium, high hazard level)

Once you register, you'll be able to submit ideas, comments, and ratings.

## Browsing through the Dialogue

The home page of the website displays some introductory text about the Dialogue, and underneath is a list of the five discussion forums featured on the site. You can click into any of these forums and view the ideas and comments that have been submitted so far by other users.

**Navigating the Dialogue's Discussion Forums**

To get started, click into any of the five discussion forums below:

**Improving Worker Safety Training**

How can DOE improve worker safety training at its facilities to ensure the training is relevant and thorough?

[Get involved](#)

**Your Personal Experience with Workplace Safety and Health**

What worker training programs have you found to be especially worthwhile? What specific hazards have you encountered at a DOE facility that require better training, analysis, identification, etc.?

[Get involved](#)

**Workforce Succession Planning and Knowledge Transfer**

As baby boomers leave the workforce in the near future, what steps should DOE take to ensure that knowledge and skills are transferred to the next generation of workers?

[Get involved](#)

**Standardizing Worker Safety Training Requirements**

How can DOE ensure that safety training programs across DOE facilities are consistent?

[Get involved](#)

**Implementing the Worker Safety and Health Program (10CFR851 Rule)**

What ideas do you have for improving how the 10CFR851 Rule is implemented?

[Get involved](#)

Users can click into any of the five discussion forums, each of which center on a different topic

## Submitting an Idea

Within each of the 5 discussion forums, you can submit your idea in response to general discussion questions. To do this, click into a discussion forum, and click the blue “Submit an Idea” button.

**Adding an Idea**

### Improving Worker Safety Training

The Department of Energy recognizes that no one understands how to improve DOE worker health and safety better than the frontline workers themselves. It is deeply important to the Department that it does all that it can to keep its frontline workers safe.

- How can DOE improve worker safety training at its facilities to ensure the training is relevant and thorough?
- In your view, what safety training programs should be made mandatory for workers at all DOE sites?
- How can we make the training process more efficient?

Latest ideas | Highest rated ideas | Ideas with most comments

#### Offer more safety training classes

by [dhonker](#) on May 12, 2010 at 05:08PM

2 tags so far 4 comments so far

Votes so far ★★☆☆☆ 3.5 (2 votes - averaged)

[Read & Rate](#)


Tags [View all tags](#)

hanfordhazardous materialsmandatory requirementsonline classessafetytestingtraining improvement

The following graphic illustrates how to add an idea to the Dialogue.

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## Submitting your Idea

The screenshot shows a web form titled "Add Idea" with the following sections and annotations:

- Title (Required):** A text input field with a red arrow pointing to it from the annotation "Add the title of your idea".
- What is your idea? (Required):** A rich text editor with a toolbar (bold, italic, list, link, image, etc.) and a red arrow pointing to it from the annotation "Elaborate on your idea".
- Why is your idea important? (Required):** Another rich text editor with a toolbar and a red arrow pointing to it from the annotation "Explain why your idea is important".
- Save/Cancel:** Two buttons at the bottom with a red arrow pointing to them from the annotation "Hit 'Save' to publish to the Dialogue".
- Format the text using bolds, italics, images, and links:** A red arrow points to the toolbar of the second rich text editor.

When submitted, ideas and comments will instantly appear in the Dialogue, without prior moderator approval. However, users can notify the moderator if any post is in violation of the moderation policy (posted on the footer of each page).

### Rating and Commenting on Others' Ideas

Users' ratings and comments are equally as important as the ideas they submit, as these help build out the discussion and express the group's consensus or disagreement on a given topic. To rate or comment on an idea, click into the idea you want to comment on, and follow the screen prompts for entering your comment. Comments will appear beneath the idea in the order that they were submitted (with the earliest comments appearing first). On this screen, you can also rate the idea on a 5-star scale, depending on your level of agreement with the idea. **Be sure to rate ideas early and often—the more ratings are submitted, the clearer this group can express its priorities and ideas.**

You can also tag the idea with the themes or topics involved in the idea. For example, if an idea discusses working with hazardous materials, you might tag it with "hazardous materials." This tag would then show up in the tag cloud. Over the course of the Dialogue, as more tags are added, the tag cloud will become a useful resource for seeing what topics are being discussed most in the discussion.

The following graphic illustrates how you comment on, rate, and tag an idea.

**Ideas**

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**Hazardous materials courses should be mandatory**

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by [dthonker](#) on May 12, 2010 at 05:10PM

Hazardous materials courses should be mandatory

**Why the contribution is important**

Worker health is important, and these classes would help protect us.

Is this idea inappropriate? [Report this idea to a moderator](#)

**Current tags**

[hazardous materials](#) [testing](#) [safety](#)

**Add a tag**

You can also add your own tags separated by commas.

**Current rating**

★ ★ ☆ ☆ ☆

Average score : 2.0  
Based on : 1 vote

**Add a rating**

☆☆☆☆☆

No rating set

Posted by [danielhonker](#) May 13, 2010 at 02:46PM

this is my comment

**Add a comment:**

Current tags associated with this idea

Users can add tags to ideas. The site will automatically suggest a tag as you type if a similar one has already been submitted

User can report this idea to the moderator if it is in violation of the moderation policy

Shows average rating along with the number of votes

Assign up to 5 stars, depending on your level of agreement with the idea

All comments appear underneath the idea, in order of time submitted (oldest appearing first)

Add a comment here

Users can click “Home” at the top of the page at any time to return to the Dialogue home page and listing of discussion forums.

### Additional Information and Resources on the Dialogue Site

The Dialogue site has several information resources for users wanting to know more about the Dialogue, how to use the site, or how to contact Academy staff. These pages are located along the gray footer of each page in the website, as shown below:

#### Links at the Footer of each Page

The image shows a screenshot of the Dialogue site footer. At the top of the screenshot is a white box with the text "Program (10CFR851 Rule)" and "What ideas do you have for improving how the 10CFR851 Rule is implemented?" with a blue "Get involved" button. Below this is a dark gray footer bar containing five white links: "CONTACT", "ABOUT THE DIALOGUE", "HOW TO USE THIS SITE", "PRIVACY POLICY", and "MODERATION POLICY". To the right of the links is the "Delib" logo and the text "Dialogue App by Delib Ltd". Red arrows point from each link to a corresponding text box below the footer. The text boxes describe the content of each link: "CONTACT" links to an email form; "ABOUT THE DIALOGUE" provides a list of Frequently Asked Questions; "HOW TO USE THIS SITE" displays technical instructions; "PRIVACY POLICY" governs information collection; "MODERATION POLICY" provides the "rules of the road" for discussion. The Delib logo is identified as the technology vendor and owner of the platform.

### Privacy Policy

The Dialogue’s privacy policy, which governs how information collected will be used, is as follows:

*We are committed to ensuring the privacy of our users. This dialogue does require you to submit an e-mail address when posting, responding to, or voting on a comment, but your e-mail address will not be displayed anywhere on the site, nor will it be shared with any third parties (including the Department of Energy). All users are required to create a custom username when registering, which is visible to other users on the site, but can be as anonymous as you like.*

*Additional data, such as what pages on the site receive the most visits or the amount of time spent on each page, is collected anonymously for the purposes of analyzing visitor traffic. None of this data can be associated with your individual user identity within the dialogue. This data may*

*be made available to visitors of the website, developers, and dialogue sponsor organizations including but not limited to those within the federal government.*

*Confidential material submitted through the Contact Us feature may be used by authorized third parties.*

*Participants should not post personally identifiable information such as social security numbers, telephone numbers, etc. on this web site.*

*For the rules governing activity on this dialogue, visit our [Moderation Policy](#).*

## **Moderation Policy**

The Dialogue' moderation policy dictates what information merits removal from the Dialogue.

*This online Dialogue allows you the opportunity to post comments that will remain viewable on this website. The site therefore operates a moderation policy to ensure that comments are appropriate and not harmful to others. Moderation is performed by staff of the National Academy of Public Administration in accordance with the terms set out below.*

*Comments which include any of the following may be deleted:*

- *Threats or incitements to violence*
- *Use of obscenity*
- *Duplicative or substantially duplicative postings by the same person or entity*
- *Postings seeking employment or containing advertisements for a commercial product or service*
- *Information posted in violation of law, including libel, condoning or encouraging illegal activity, revealing classified information, or infringing on a copyright or trademark*

*While we invite open participation and diverse viewpoints to be shared, the main goal of this Dialogue is to inform the Department of Energy's development of worker health and safety programs. Accordingly, moderators reserve the right to remove posts which do not address some aspect of that purpose. We deeply value your time and input, and our desire is to remove as few posts as possible while ensuring that a focused, constructive discussion takes place. This moderation policy is subject to change to address additional matters as may be warranted.*

*If you have a complaint about an item of user-generated content on this site, or feel that your own content was removed in error, please [contact us](#).*