

## Communications Toolkit

Use the sample newsletter text below to announce key milestones when implementing the Healthy Workplace Participatory Program. Replace all bracketed items with your organization's information.

### **[ORGANIZATION] to introduce a new *Total Worker Health*® program**

[ORGANIZATION] will be starting a new "*Total Worker Health*®" initiative to promote employee safety, health, and well-being on and off the job. To be successful, this new initiative will require the active involvement of employees as part of a Design Team. This team will learn and apply a creative design process to create solutions to key safety and health issues. Are you someone who has a vision for making [ORGANIZATION] a healthy, vital workplace? If so, please contact [NAME] at [EMAIL]. Stay tuned for more information in future newsletters.

### **Announcing [ORGANIZATION] *Total Worker Health*® program teams**

In the [DATE] newsletter, we announced a new *Total Worker Health*® initiative at [ORGANIZATION]. We are pleased to announce a new employee Design Team and the Steering Committee, who will help lead the effort. Design Team members will apply a design process to create and propose solutions to specific employee safety, health, and well-being concerns. [CO-FACILITATOR NAME(S)] will serve as Co-Facilitators to lead the Design Team meetings.

Steering Committee members will oversee the program and will authorize and support key interventions recommended by the Design Team. Employees will have opportunities to give feedback along the way. Look for program updates in the employee break room and in future newsletter issues. [INSERT PHOTO OF TEAM MEMBERS.]

## **Training dates set for [ORGANIZATION]'s *Total Worker Health*® Design Team and Steering Committee!**

SAVE THE DATE! On [DATE] at [TIME] in [LOCATION], the Design Team and Steering Committee members should register to attend a training session for the [ORGANIZATION] *Total Worker Health*® program. Other employees who may be key stakeholders are also welcome to attend. The training program will include understanding your roles and how to apply the design process. Please RSVP to register at [EMAIL / WEBSITE].

## **The *Total Worker Health*® survey is open! We want to hear from you!**

In the [DATE] newsletter, we announced the formation of new *Total Worker Health*® teams at [ORGANIZATION]. We are now ready to begin gathering information from [ORGANIZATION] employees – we want to hear from you! What topics or concerns do you want us to address? Please [DO A SURVEY / SIGN UP FOR A FOCUS GROUP] by [DATE]. Program updates will be posted in the employee break room and future newsletter issues. You can also contact [NAME] at [EMAIL] for more information. [INSERT PHOTO OF TEAM MEMBERS]

## **Survey Results Are In! Design Team selects [ISSUE] for New *Total Worker Health*® initiative**

[ORGANIZATION]'s launch of a *Total Worker Health*® project aimed at creating a safer, healthier workplace is well underway! We've [COLLECTED SURVEYS / CONDUCTED INTERVIEWS / CONDUCTED FOCUS GROUPS] to learn which health and well-being issues matter most to staff. The top priority selected as our first focus is [ISSUE 1], with [ISSUE 2] and [ISSUE 3] identified for future focus. [OPTIONAL - INSERT TEAM MEMBER QUOTE].

What happens next? The Design Team will meet in [MONTH] to explore the root causes of [ISSUE 1]. Stay tuned for ways to share feedback in the next newsletter—or contact [NAME] at [EMAIL] for more info.

## **Design Team Begins Design Step 1 – Seeking Employee Input on [ISSUE]**

The [ORGANIZATION] *Total Worker Health*® project is off to a great start. On [DATE], the Design Team met to explore and understand all the factors that contribute to the problem of [ISSUE]. Now the Design Team is inviting all employees to view and comment on their work. [OPTIONAL - INSERT QUOTE].

To that end, please visit the communication board near [LOCATION] and provide comments by [DATE]. Contact [NAME] at [EMAIL] for more information.

## **Educational Seminar: [ISSUE] – You Are Invited!**

Please attend an educational session on [ISSUE] at [TIME] [LOCATION]. This session is part of the [ORGANIZATION] *Total Worker Health*® initiative and is intended to deepen employees' knowledge about [ISSUE], including causes, impacts, and prevention strategies.

**Design Team and Steering Committee members are strongly encouraged to attend** in preparation for Step 2 in the design process. All other employees are invited. Come learn tips you can use and share with others. Please RSVP to [NAME] at [EMAIL].

## **Design Team Seeks Employee Input – Building Solutions to [ISSUE].**

The [ORGANIZATION] *Total Worker Health*® initiative continues to gather momentum. On [DATE], the Design Team met to begin developing solutions to [ISSUE]. [NAME], a member of the [ORGANIZATION] Design Team, has said: [OPTIONAL - INSERT QUOTE].

All employees are invited to view the Design Team's work and give feedback. Please visit the communication board near [LOCATION] and provide comments by [DATE]. Contact [NAME] at [EMAIL] for more information.

## ***Total Worker Health*<sup>®</sup> Initiative – [ISSUE] Progress Update**

The [ORGANIZATION] *Total Worker Health*<sup>®</sup> initiative continues to make progress in building solutions for [ISSUE]. Since [MONTH], the Design Team and Steering Committee have been planning improvements, deciding how to evaluate them, and considering the strengths of different solution options. Specific solutions options will be discussed, rated, and selected in [MONTH]. Information about the proposed solutions can be found on the communication board near [LOCATION]. Contact [NAME] at [EMAIL] for more information.

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