

Step 1: Identify a Health & Safety Concern and Root Causes

General Health & Safety Concern:

Sub-Issue:	Sub-Issue:	Sub-Issue:	Sub-Issue:
Root Causes:	Root Causes:	Root Causes:	Root Causes:

Step 2: Set Measurable Objectives & Brainstorm Countermeasures

Major Health & Safety Objective:

Countermeasure 1:

Specific Activities /
Components of
countermeasure 1:

Countermeasure 2:

Specific Activities /
Components of
countermeasure 2:

Countermeasure 3:

Specific Activities /
Components of
countermeasure 3:

Countermeasure 4:

Specific Activities /
Components of
countermeasure 4:

Step 3: Establish Selection Criteria for Evaluating Countermeasures

Scope	Benefits/Effectiveness	Resource Considerations	Obstacles
<p>Who do you want to reach (e.g. one unit or the entire organization)? How many people should be affected? (If you plan a small pilot, describe # in pilot and in long term)</p>	<p>What are the positive outcomes you want to achieve? (both short and long term)</p>	<p>What resources are currently available within the organization that should be considered? (e.g. time, money, personnel) Are there important parameters or context factors to consider?</p>	<p>What potential barriers exist that may interfere with countermeasure success? Do not list cost as an obstacle here.</p>
	<p>SHORT TERM</p>		
	<p>LONG TERM</p>		
	<p><i>Short term examples:</i> Increased knowledge, behavior change, participation satisfaction <i>Long term examples:</i> Improved health, lower claims/costs, more productive</p>	<p><i>Design Teams may propose interventions that exceed the resources currently available if the benefits justify the costs. Resources should not limit brainstorming</i></p>	

Step 4A: Identify Expectations for Countermeasure Activities

Countermeasure Activities <i>List the activities that you want to include in the countermeasure</i>	Scope <i>Who will this activity reach? How many people will be affected? Who do you want to reach (describe both short term and long term)</i>	Benefits/Effectiveness <i>What positive outcomes will be achieved through this activity? (describe both short and long term)</i>	Resources Needed <i>What are the resources needed/costs of this activity? (e.g. time, money, personnel, etc.)</i>	Obstacles <i>What obstacles or potential barriers could interfere with the success of this activity?</i>

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Step 4A: Identify Expectations for Countermeasure Activities

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Step 4B: Apply Selection Criteria to Countermeasure Activities

Instructions to complete this form: (1) List the selection criteria that the DT came up with in Step 3 in the corresponding column. (2) List the solutions and activities in the appropriate column. (3) If an activity meets the selection criteria, place a checkmark in the appropriate cell. (4) By looking across rows, you will be able to determine the extent to which an activity meets the selection criteria. (5) By looking down columns, you will be able to determine which activities will need to be included in an intervention in order to meet a specific criterion.		Scope		Benefits/Effectiveness				Resource Considerations				Obstacles			
				Short Term		Long Term									
Countermeasure 1 Activities:															
Countermeasure 2 Activities:															
Countermeasure 3 Activities:															
Countermeasure 4 Activities:															

Step 5A: Rate Countermeasure(s)

Rate the three countermeasure alternatives as High (H), Medium (M), or Low (L) relative to the selection criteria from Step 3.

	Countermeasure A	Countermeasure B	Countermeasure C
	Title:	Title:	Title:
Anticipated Scope (L/M/H)			
Anticipated Benefits (L/M/H)			
Anticipated Resources Needed (L/M/H)			
Anticipated Obstacles (L/M/H)			

Priority ranking of counter (optional):

Additional notes to the Steering Committee (optional):



Step 5B: Rate & Select Countermeasure(s)

Rate the three countermeasure alternatives as High (H), Medium (M), or Low (L) relative to the selection criteria from Step 3 and select an intervention for implementation.

	Countermeasure A	Countermeasure B	Countermeasure C
	Title:	Title:	Title:
Anticipated Scope (L/M/H)			
Anticipated Benefits (L/M/H)			
Anticipated Resources Needed (L/M/H)			
Anticipated Obstacles (L/M/H)			

Topics to discuss with Design Team regarding proposed countermeasure (optional):

Countermeasure(s) selected for implementation: