

Design Team Recruitment

A Design Team should represent front-line workers throughout your organization. It is important to select a balanced team, identifying individuals with leadership qualities and who are interested in health, safety, and well-being. Table 1 includes characteristics to look for during the process of recruiting potential Design Team members.

Table 1. Design Team Recruitment Tool

Fill in table with potential DT members and place check marks for each of the recommended selection criteria.

Design Team Member Name	Organizational Unit	Likes Working with People	Listens to Different Perspectives	Offers Constructive Suggestions	Communicates Respectfully	Interested in Health, Safety, and Well-Being	Committed to Regular Meetings for at Least 6 Months

Sample Invitation to Participate in the Design Team

Our company wishes to expand its ongoing efforts to address safety, health and well-being for all employees. To that end, we will attempt to implement the Healthy Work Participatory Program over the next few months. This program supports *Total Worker Health*, which is a new way to promote health on an off the job by focusing on a health-promoting work environment.

The program calls for a Design Team of non-managerial workers to consider health and safety issues, brainstorm appropriate interventions, and collaborate with a management Steering Committee to implement these interventions. You are being invited to serve as a member of the Design Team for this workplace health initiative.

Time Commitment:

The DT will meet regularly with a program facilitator (once or twice a month); the meetings will be more frequent during the initial phase of the project to provide you with training. Your involvement and time will be recognized by management through this invitation.

There will be a program Steering Committee of managers who will also participate by supporting the interventions created by the Design Team. The Steering Committee and the Design Team together will strive to improve health, safety and well-being for all staff. Topics to be addressed include job-related equipment, procedures, and policies that directly affect employees' health, safety and performance.

I hope you will consider accepting this assignment and make a commitment to participate for one year. Please indicate your acceptance by notifying your manager by [DATE]. A first meeting of the Design Team will take place on [DATE].

Thank you,
[SIGNATURE]

Steering Committee Recruitment

A Steering Committee should represent key organizational stakeholders who have budget and policy making authority. Members include 3 to 5 senior leaders and mid-level managers. Identifying leaders with an interest in health, safety, and well-being is vital to program success. The Steering Committee Recruitment Tool (Table 3) identifies key characteristics to look for in potential members.

Table 2. Organizational Stakeholders

Under each category below, brainstorm prospective SC members.

Senior Leaders (List Work Unit)	Directors & Middle-Managers	Safety / Health Leaders	Other (E.g., Labor)

Table 3. Steering Committee Recruitment Tool

Fill in prospective Steering Committee members and place a check mark for each of the recommended selection criterion.

SC Member Name	Opinion Leader	Gets Along with Others	Has Fiscal Authority	Has Policy Authority	Communication Skills

Developed by the Center for the Promotion of Health in the New England Workplace (CPH-NEW) with support from NIOSH grant #U19-OH008857 and #U19-OH012299-01.