



START-UP SESSION 2

Identifying Workplace Safety, Health & Well-being Issues



Design Team Handouts

Handouts:

- **Design Team Agenda**
- **Focus Group: Health, Safety and Well-being and Work**
- **The Ideal Workplace**
- **To Do**



Design Team Agenda

Meeting Intent:

Create a shared understanding of how specific aspects of the working environment can affect health, safety, and well-being (HS&W) in this organization.

Desired Outcomes:

1. Final agreement on Ground Rules
2. Awareness of how HS&W issues are viewed by all team members.
3. Increased awareness of what available data tell us about HS&W
4. Shared vision of an ideal workplace supporting HS&W

When	What	Discussion Question
0:05 (9 min)	Arrival/Check-in	<i>What am I looking forward to in this meeting?</i>
0:09 (1 min)	Approve meeting minutes	
0:10 (5 min)	Review Meeting Plan	
0:15 (10 min)	1. Finalize the Ground Rules	<i>Are there any changes needed?</i> <i>Are you willing to support and uphold these rules?</i>
0:25 (25 min)	2. Health, safety and well-being in our organization Handout: Focus Group: Health, Safety and Well-being at Work	<i>What promotes health, safety and well-being in this workplace?</i> <i>What might make health, safety and well-being challenging in this workplace?</i> <i>What have been common safety and health issues in the past here?</i>
0:50 (15 min)	3. Bringing it all together	<i>Do we understand how our co-workers think about the issues we discussed today? How might we find out?</i>
1:05 (20 min)	4. The Ideal workplace Handout: The Ideal Workplace	<i>What would the ideal workplace be like in regards to health, safety, and well-being? How would it be different from now?</i> <i>Where should we focus our attention to move toward an ideal workplace?</i>
1:25 (3 min)	5. Next Steps	
1:28 (2 min)	Check-out	<i>One word to describe how you are leaving this meeting?</i>

Focus Group: Health, Safety and Well-being and Work

What promotes health, safety, and well-being in this workplace?	What challenges health, safety, and well-being in this workplace?	Past health, safety, and well-being concerns in my workplace

The Ideal Workplace

Notes:

What would the ideal workplace be like regarding health, safety, and well-being?

How would it be different from now?

A large rectangular area defined by a dotted border, intended for handwritten notes.

