

Healthy Workplace Participatory Program (HWPP) Steering Committee Description

The Steering Committee (SC) consists of 4-8 senior and mid-level managers and other key leaders who guide and support the Healthy Workplace Participatory Program. The Steering Committee is led by the program Champion.

Time Commitment: Estimated 2-3 hours per month -- meets 1-2 times monthly, then bi-monthly or quarterly after Design Team (DT) is established. Consistent attendance is important for continuity.

Steering Committee Roles:

Early in the program

1. Participates in training on Total Worker Health and the IDEAS intervention design process.
2. Recruits and obtains resources for the program facilitators.
3. Collects data on workforce safety, health, and well-being.
4. Nominates non-managerial employees to serve on the Design Team.
5. Informs the organization at large about the program.

Throughout the program

1. Meets regularly to support the IDEAS intervention design process. The SC supports the DT during IDEAS Steps 1-4 and takes the lead on IDEAS Steps 5-7.
2. Provides timely feedback on Design Team proposals.
3. Selects interventions and oversees implementation by: changing organizational policies, directing resources to implementation, involving the Design Team where possible, and creating linkages with relevant work units.
4. Regularly updates the organization on the program's status, goals and achievements.



After implementing a change

1. Periodically evaluates the benefits and effectiveness of each implemented change.

Benefits of participating:

Develop skills in: team collaboration, communication, health and safety, business decision planning. Interact with employees in other departments, at all levels of the organization.

Steering Committee member qualities:

Oriented to learning; willing to listen to different perspectives.
Concerned about improving employee health, safety, and well-being.
Communicates respectfully and offers constructive suggestions.
Able to commit to participating for 9-12 months.

Visit www.uml.edu/cphnewtoolkit to access Design Team Start-up materials