

Healthy Workplace Participatory Program Description of the Steering Committee

The Steering Committee consists of senior and mid-level managers and other key personnel who can marshal organizational resources.

The Steering Committee guides and supports the Healthy Workplace Participatory Program. The committee primarily supports the Design Team, but can also initiate interventions, particularly if they are aimed at the level of supervisors and management. Specific roles are outlined below.

At the start of the program, the Steering Committee:

1. Collects baseline data on workplace health
2. Nominates non-managerial employees to serve on the Design Team
3. Informs the organization at large about the program

Throughout the program, the Steering Committee:

1. Meets regularly to consider the Design Team's proposals
2. Provides timely feedback on the Design Team's proposals
3. Selects which of the Design Team's proposals to implement
4. Implements the Design Team's proposals by:
 - o Changing organizational policies
 - o Directing organizational resources towards implementation
 - o Where possible, involving the Design Team in the implementation process
 - o Creating linkages with key personnel and relevant work units
5. Regularly updates the organization at large on the program's status, goals and achievements

After implementing a change, the Steering Committee:

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