*[LOGO here]*

***[Project Title here]***

***[Project goal/mission here]***

**Terms of Reference for Steering Committee and Design Team**

**Purpose:** The purpose of a two-level committee structure is to increase engagement of front-line employees and to encourage communication and collaboration between all levels of the organization related to improvement of employee health, safety, and well-being. Design Teams allow a greater number of front-line employees with specialized knowledge to contribute their knowledge and ideas for problem solving. The Steering Committee provides policy and resources for implementing countermeasures to root causes identified by workers.

**Steering Committee:** The Steering Committee will have authority to recommend modifications if needed, and to select interventions based upon the strength of the proposal and the resources available. Interventions may address a broad range of work organization factors relevant to safety, health and well-being.

***Roles and responsibilities****:* Members of the Steering Committee are executive-level leadership with budget and/or policy authority, or other key stakeholders interested in the program. They assist with project oversight -- contribute to decisions about data collection for evaluation, monitor program effectiveness, assist with trouble shooting as needed; review proposed Design Team interventions, select interventions to be implemented; and secure resources to implement interventions. A **Champion** is designated to lead the Steering Committee members. The Champion will secure employee staff time for Design Team participation, communicate regularly with Design Team co-facilitators, coordinate communication with the Steering Committee when needed, and assign resources as needed for interventions and other Design Team initiatives.

***Qualities:***Steering committee members are characterized by their interest in employee safety and health. Champion is characterized by being an opinion leader, and well connected.

***Meeting frequency:*** *[fill in desired frequency]*

**Design Team:** The Design Team will prioritize specific safety concerns for developing interventions. They will learn how to apply a systematic problem-solving approach to identify root causes of problems, brainstorm countermeasures, and develop a business case for solution alternatives. The Design Team presents proposals to the Steering Committee for approval and implementation. [*List specific priority issues to be addressed by Design Team(s), if they are already identified]*

***Roles and responsibilities:*** Members of the Design Team comprise mostly front-line employees, but also supervisor or mid-level managers. They participate in regular team meetings and liaise with other employees to gather and share information about needs, interests, and safety activities. Co-facilitators are designated from the group of Design Team members to lead monthly meetings and communicate regularly with Steering Committee Champion in a way that is convenient for both parties.

***Membership:*** *4-6 front line staff.*

***Qualities:*** Design team members are characterized by being team players, respected, available to meet regularly, and enjoy learning new things. Co-facilitators are characterized by excellent interpersonal skills, considered impartial and trustworthy, positive attitude, patient, and good listener.

***Meeting frequency:*** Twice a month, or at least every three weeks.