

## Healthy Workplace Participatory Program Design Team Member Description

A Design Team is a group of front-line employees who develop solutions to specific health, safety, and well-being concerns. Design Team members help to identify employee concerns, develop and propose changes, and advocate for these changes to improve the work environment.

**Time Commitment:** 4-6 hours per month

### Roles of Design Team members:

- Meet regularly with team members and a Facilitator to select health, safety, and well-being concerns for intervention. Consistent attendance is important for continuity and productivity.
  - Two team meetings a month are recommended to maintain momentum and progress.
- Work as a team to design interventions (solutions) priority concerns in the work environment related to safety, health and well-being.
- Develop a business case for solutions to present to organizational leaders (Steering Committee).
  - Training is provided to use the 7-Step “IDEAS” Tool (Intervention, Design and Analysis Scorecard).
  - Team members volunteer to present solutions to be considered for implementation.
- Communicate with management and the workforce about health, safety, and well-being concerns and solutions.
  - Team members speak with co-workers between meetings to gather their input.
  - Team members meet with leaders at selected times throughout the process.
- Promote and evaluate interventions as requested by the Steering Committee.

### Benefits of participating:

Develop skills in team collaboration, communication, analysis of cost/benefits.

Gain knowledge in health, safety, and well-being concerns, business decision planning.

Interact with employees in other departments, at all levels of the organization.

### Design Team member qualities:

Likes working with people; willing to listen to different perspectives.

Communicates respectfully and offers constructive suggestions.

Is interested in suggesting ways to improve health, safety, and well-being in the workplace.

Is able to commit to regular meetings for at least 9 months.