



# HEALTHY EMPLOYEE ENGAGEMENT TOOL



Fighting Muscle Fatigue & Preventing Injury is Often a "Game of Inches."

# Step One | Assemble Your Team

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## CONSIDERATIONS

*Leadership Support is critical to the success of any Health & Safety Initiative*

**ASSEMBLE** a cross section of individuals who make decisions about the business and are genuinely interested in the health and welfare of employees.

**CONSIDER** individuals in leadership positions, people with safety, medical, & fitness backgrounds, and include hourly employees.

## DEFINE YOUR TEAM

- Create a list of individuals in your organization that you believe would be champions for enhancing Health & Safety.*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Step Two | Schedule A Kick-Off Meeting

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- Have a personal conversation with each individual on your list from step one to provide background on the healthy employee vision and to gauge interest.*
- Find an open day/time on the Team calendar.*
- Send an invitation to the individuals on your list from step one.*

## SAMPLE INVITATION

Good afternoon (*Name*),

Thank-you for your initial interest in being on a team that will serve to enhance the Health & Safety of our employees. You were chosen due to your passion for health and your leadership qualities. Our kick-off meeting is scheduled for (*Enter date and time*) and will be held in (*enter room*). During our first meeting we will discuss the vision of a “healthy employee engagement program.” Please be prepared to share a little bit about yourself and your passion for health.

Sincerely,  
(*Your Name*)

## Step Three | Conducting Your Kick-Off Meeting

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### CONSIDERATIONS

Take notes or have a volunteer take notes of the meeting that can be distributed to the team.

### SAMPLE AGENDA

#### TEAM INTRODUCTIONS

- Describe your role in the organization and why you are passionate about being on this team | 30 minutes

#### DESCRIBE THE VISION AND CONCEPT OF AN EMPLOYEE-CENTERED MODEL OF CARE

- Describe the concepts you learned from the Work-Fit webinar that resonated with you | 15 minutes
- Discuss the core foundation of the Work-Fit model | 10 minutes
  - Treating employees like they are the most valuable asset
  - Prevention is the top priority
  - *INTEGRATED* Implementing programming and resources into existing business processes to weave Health & Safety into the fabric of the company culture.
  - *EMBEDDED* Resources are readily available

- Discuss Meeting Number Two | 5 minutes

#### TOPIC | Analyzing Company Culture

- Establish next meeting date/time

## Step Four | Thank Your Team

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- Send a follow-up note and invitation to the team.

### SAMPLE MESSAGE

Dear (Name),

Thank-you for taking the time to participate in our inaugural Healthy Employee Kick Off Meeting. It was a pleasure to learn a little more about you and your passion for health, and I look forward to future collaboration as we pursue enhancements to the health and safety of our employees. Attached are the meeting notes from our meeting for your reference. Our next meeting is scheduled for (date and time) and will be located at (location). Enjoy the rest of your day.

Sincerely,  
(Your Name)

## Step Five | Conducting Your Second Meeting

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### CONSIDERATIONS

Take notes or have a volunteer take notes of the meeting that can be distributed to the team.

### SAMPLE AGENDA

- 1. *Recap of the first meeting* | 5 minutes
- 2. *Culture* | *Discuss the importance of leadership* | 10 minutes
- 3. *Analyzing Current Culture* | *Review the following questions with the team* | 40 minutes
  - a. Do you value the health of your employees inside and outside of the workplace? YES NO  
*List Evidence* \_\_\_\_\_
  - b. Do you have a Safety Department or Safety Focal? YES NO
  - c. Do you have regular dedicated time committed to discussing Health & Safety? YES NO
  - d. Is Leadership involved in Health & Safety Initiatives? YES NO
  - e. Is there money budgeted for Health & Safety initiatives? YES NO
- 4. *Discuss the answers to the questions with the team* | 5 minutes
  - a. 5 of 5 Yes answers is the goal
  - b. If you answered Yes to 4 out of 5 questions, you are ready for the next step, the team can work towards a Yes on the 5th
  - c. If you answered Yes to less than 4 of 5 questions, the team should focus its next steps on improving Culture and reaching 5 Yes answers.
- 5. *Establish next meeting time and goal* | 5 minutes

## Step Six | Third Meeting-Gap Analysis

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### MEETING GOAL

Determine current state of programming and opportunities for future initiatives

### SAMPLE AGENDA

- 1. *Recap of the first meeting* | 5 minutes
- 2. *Determine the processes that are in place that address employee health & safety needs throughout all aspects of the business. Review the following questions with the team.* | 50 minutes
  - a. Do you provide training to new employees regarding the Health & Safety such as:
    - Health & Safety Culture
    - Back Schools
    - Proper Lifting Technique
    - Body Mechanics
    - General Injury Prevention (Footwear, Proper Sleep, Nutrition, Water intake, etc.)
  - b. Do you teach employees how to properly interface and adjust their work station and tools provided?
  - c. Do you provide standardized work instructions that include proper body mechanics?
  - d. Do your employees warm up/stretch before beginning physical activity at work?
  - e. Do your employees perform micro-break activities and stretching throughout the work day?

## Step Six | Third Meeting-Gap Analysis (continued)

- f. Do you daily coach employees on proper body mechanics and work station adjustments?
- e. Do you rotate employees through high exposure job tasks?
- a. Do you have a process to address the early onset of symptoms? i.e.
  - Human performance coaching at the work-site
  - OSHA First Aid Level Care
- a. Do you have a process to manage sprain/strain injuries once they become recordable?
  - Physical Therapy/Orthopedic Rehabilitation
- a. Do you have a return to work/placement process that:
  - Considers the physical demands of the job vs. the current functional ability of the employee
  - Provides Human Performance Coaching
  - Provides bridge care to deal w/ changes in symptoms
  - Provides continued conditioning programming for the employee
- e. Establish next meeting time and goal | 5 minutes

## Step Seven | (Fourth Meeting) Identifying Opportunities

### SAMPLE AGENDA

- 1. *Recap of the third meeting accomplishments* | 5 minutes
- 2. *Review the questions from your "Gap Analysis" session. Any question that was answered as a "No" is an area of opportunity*
- 3. *List your areas of opportunities*
- 4. *Prioritize your list of opportunities based upon...* | 40 minutes
  - a. Highest Need
  - b. Ease of implementation
    - Time resources
    - Manpower
    - Budget
- 5. *Define Next Steps* | 15 minutes
  - a. Create action items
  - b. Assign Ownership
  - c. Next Meeting time

# Solution Ideas

GAP	SOLUTION
Do you provide training to new employees regarding their Health & Safety?	Implement human performance training into all new hire orientations
Do you teach employees how to properly interface and adjust their work station and tools provided?	Provide job coaching during the employee's first day on the job. Teach them how to use tools correctly, adjust work stations, and use proper body mechanics.
Do you provide standardized work instructions that include proper body mechanics?	Create standardized work instructions that include visuals of proper body mechanics.
Do your employees warm up/stretch before beginning physical activity?	Implement a pre work warm-up/stretch program
Do your employees perform micro-break activities and stretching throughout the work day?	Post stretches at each work station that focus on body parts most utilized
Do you continually coach employees on proper body mechanics and work station adjustments?	Each day, coach employees in the moment when you observe risky body mechanics being used
Do you rotate employees through high exposure job tasks?	Establish job rotation patterns and schedules
Do you have a process to address the early onset of symptoms?	Implement an early symptom reporting process with access to first aid level care
Do you have a process to manage sprain/strain injuries once they become recordable?	Establish a provider for physical therapy/orthopedic rehabilitation (on-site or community based)
<p>Do you have a return to work/placement process that:</p> <ul style="list-style-type: none"> <li>- Considers the physical demands of the job vs. the current functional ability of the employee</li> <li>- Provides Human Performance Coaching</li> <li>- Provides bridge care to deal w/ changes in symptoms</li> <li>- Provides continued conditioning programming for the employee</li> </ul>	<p>Complete physical demands assessments of your jobs. Provide job coaching for the first day, check in frequently, and taper coaching down as the employee safely acclimates to the job. Manage the increase of symptoms by providing rest periods and treatment as indicated by a health care provider. Provide opportunity for the employee to advance their conditioning level and return to full duty.</p>