



# *Accelerate health outcomes at your organization with Total Worker Health*

*Presented by:*



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# Action Planning Worksheet

## Session 1 - EXAMPLE

ISSUE	GOAL	SMART OBJECTIVE
<i>High number of workers' compensation claims for back injuries among healthcare workers.</i>	<i>To reduce worker injuries.</i>	<i>Reduce worker back injuries on hospital floor by 10% over 12 months.</i>

## Session 1 - YOUR COMPANY

When it comes to worker safety, health, and well-being within your organization:

- 1) What issue do you want to improve?
- 2) What is your goal?
- 3) What is your SMART objective?

ISSUE	GOAL	SMART OBJECTIVE

# Total Worker Health Action Planning

## Session 2 - EXAMPLE

PHYSICAL ENVIRONMENT	WORK ORGANIZATION	PSYCHOSOCIAL ENVIRONMENT
<i>The physical workspace</i>	<i>Covers how work is organized, including tasks, job demands, and benefits of the job</i>	<i>Involves the social and interpersonal interactions that influence employees and organizational culture</i>
<ul style="list-style-type: none"><li>• Moving heavy, awkward loads</li><li>• Obstruction in hallways that workers can trip over</li></ul>	<ul style="list-style-type: none"><li>• Sedentary or stationary work where employees don't move enough to get the kinks out</li></ul>	<ul style="list-style-type: none"><li>• An unsupportive supervisor can trigger stress, leading to tight back muscles that are more susceptible to strain</li></ul>
<i>Refer to page 5, Reference Page, for additional types and examples of working conditions.</i>		

## Session 2 - YOUR COMPANY

Think about the issue you identified in Session 1.

What are the root causes you need to address to achieve your goal?

PHYSICAL ENVIRONMENT	WORK ORGANIZATION	PSYCHOSOCIAL ENVIRONMENT

# Total Worker Health Action Planning

## Session 3 - EXAMPLE

### **POLICY**

- Create a policy to reduce back injuries through increased lift use

### **PROGRAM**

- Implement movement program where employees are encouraged to move 5 minutes per hour

### **PRACTICE**

- Train supervisors about their role in employee support and how they can provide it to employees

Refer to page 5, Reference Page, for the definitions of policy, program, and practice.

## Session 3 - YOUR COMPANY

Identify actions to address the root causes from Session 2.

Try to choose actions that can address as many of the root causes as possible (physical, organizational, psychosocial).

Think of at least one policy, program, and practice.

### **POLICY**

### **PROGRAM**

### **PRACTICE**

EMAIL COMPLETED WORKSHEET TO: [HPDACCOUNTMGMT@HEALTHPARTNERS.COM](mailto:HPDACCOUNTMGMT@HEALTHPARTNERS.COM)

# Reference page

## Type and examples of working conditions

### PHYSICAL ENVIRONMENT

- Accessible restrooms
- Clean eating facilities
- Air quality
- Chemical and physical hazards
- Healthy food options
- Housekeeping
- Lighting
- Materials handling equipment, such as lifts and tables
- Noise
- Opportunities for safe movement
- Weather

### WORK ORGANIZATION

- Wages
- Stationary sitting or standing time on the job
- Break schedules
- Insurance benefits for health care, disability
- Pace and amount of work
- Paid sick time
- Scheduling flexibility
- Shift work and hours worked
- Staffing levels
- Training and mentorship

### PSYCHOSOCIAL ENVIRONMENT

- Occupational stress
- Psychological safety
- Discrimination
- Supervisor & co-worker support
- Harassment and bullying
- Work-life/family integration
- Violence

## Policy, programs, and practices - defined

### POLICY

- Standard operating procedures

### PROGRAM

- Dedicated resources (staff, financials, training, assessments, evaluations)

### PRACTICE

- Normative group behaviors

## Implementing an Integrated Approach

Weaving Worker Health, Safety, and Well-being into the Fabric of Your Organization

[Download Implementation Guidelines](#)

