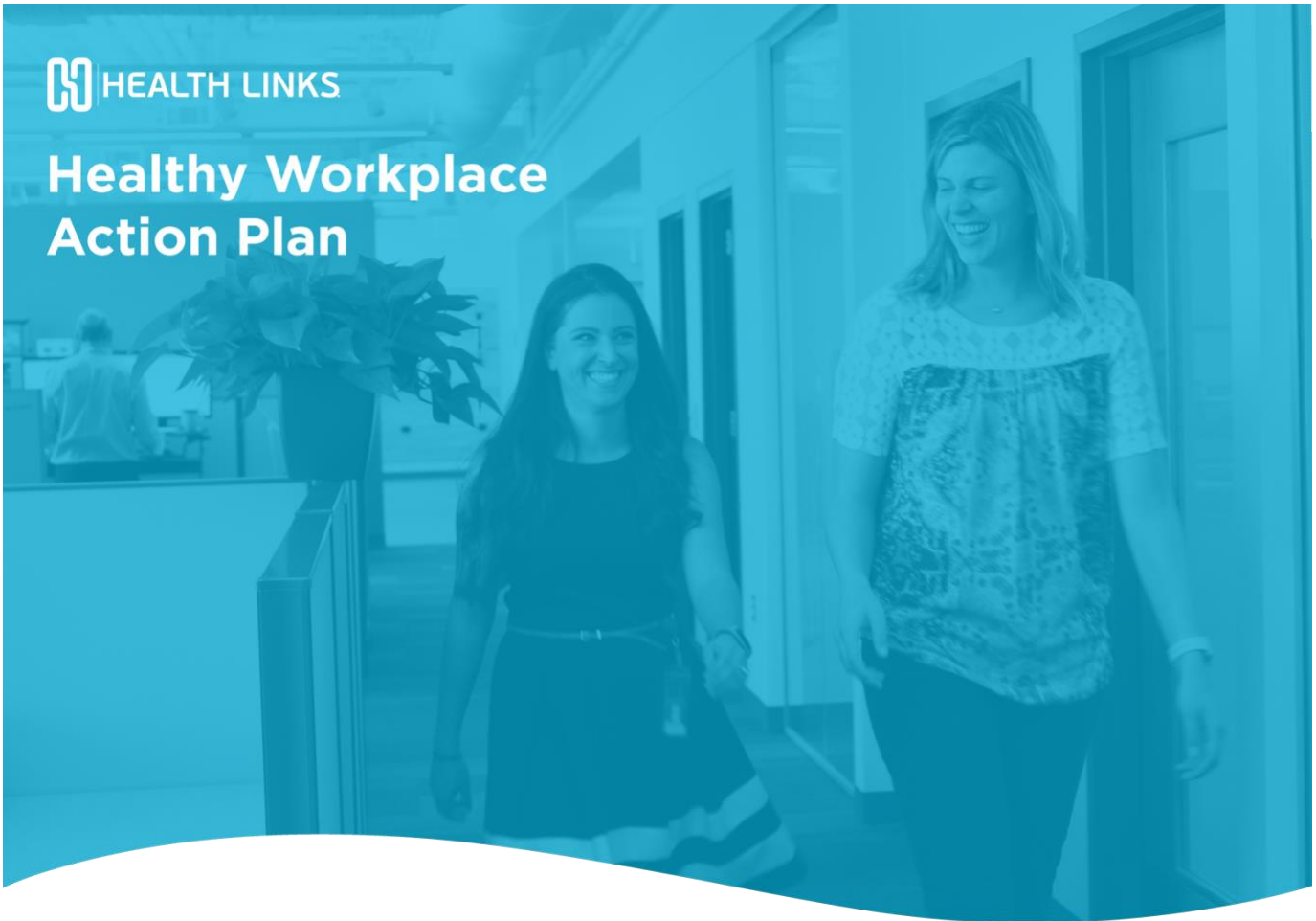




Healthy Workplace Action Plan



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Prepared by:

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Your Action Plan Overview



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How to Use Your Action Plan




This report was prepared by your advisor and summarizes your recent advising session and the goals set for your organization during that meeting. The following pages will recap the conversation at a high level, explore your goals and establish the next steps you should take.

Session Summary






Newman Construction completed the Healthy Workplace Assessment™ on **September 10, 2018** and has been recognized as a **Certified Healthy Workplace™ Leader**. Congrats! You're on your way to creating an even safer, healthier environment for your team. This Action Plan outlines the goals for Newman Construction's future and captures recommendations to achieve that vision.

Highlights from this session include:

 Great Progress Newman Construction's progress on health, safety, and well-being has been terrific and shows leadership commitment.	 Strategic Planning Strategic planning has led to effective budgeting and increased participation in health and safety activities.	 Online Tools Workplace uses an online wellness portal with gamified content, quarterly reporting, & benchmarking.
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Goals for the year ahead:

 Goal 1 Develop a plan for disaster and emergency preparedness.	 Goal 2 Provide resources to reduce stress in the workplace.	 Goal 3 Take steps to prevent chronic injuries and musculoskeletal disorders.
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Newman Construction's vision is to increase utilization of workplace health and safety activities among employees at all levels. The organization aims to offer health and safety activities that are relevant, achieve high participation rates, and ultimately build a sustainable program. The goals and strategies outlined in the following pages will help Newman Construction achieve this vision and continue to support the health, safety, and well-being of all team members.



Goal 1



Goal: Develop a plan for disaster and emergency preparedness

Target date: **November 15, 2018**

Benchmark(s): **Safety Programs and Policies**

Action Steps

1

Form a Planning Committee

Decide who should participate in developing your plan. Include co-workers from all levels of your organization in the planning phase.

2

Create Procedures

Define crisis management procedures and individual responsibilities. Ensure those responsible know what they are supposed to do, and cross-train others.

3

Review the Plan

Communicate the plan to employees and conduct practice drills. Review your plan annually and update when changes occur in your organization.

Recommendations & Tips

Focus on people who are vital to the daily functions of the organization; include individuals with technical expertise, executives, and employees with special needs.

Meet with other businesses in industry. Share your plan and collaborate.

Talk with utility providers, first responders, and community organizations. Plan with your suppliers, shippers and other business associates.

Resources

[Mentoring Guide: Ready Business](#)

[Template: Emergency Response Plan](#)

[Checklist: Emergency Supplies](#)

You've got this!

Goal: Provide resources to reduce stress in the workplace

Target date: **February 7, 2019**

Benchmark(s): **Health Programs and Policies**

Action Steps

<p>1</p> <p>Be Flexible</p> <p>Promote and encourage flextime for employees to promote work-life integration.</p>	<p>2</p> <p>Provide Services</p> <p>Provide stress relief therapies on-site or off-site, e.g. yoga, massage, counseling.</p>	<p>3</p> <p>Offer Support</p> <p>Offer financial advising, family counseling, or stress-management trainings for employees.</p>
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Recommendations & Tips

<p>Build general awareness about job stress including the causes, costs, and how to control.</p>	<p>Secure top management commitment and support for reducing stress in the workplace.</p>	<p>Establish the technical capacity to provide resources, e.g. specialized training for in-house stress consultants. Research vendor and partners' offerings.</p>
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Resources

[Webinar: Overcome Overwhelm](#)

[Webinar: Tackle the Stress Monkey](#)

[Webinar: Stress Management in the Workplace](#)

Keep it up!



Goal 3



Goal: Take steps to prevent chronic injuries and musculoskeletal disorders

Target date: **December 1, 2018**

Benchmark(s): **Health Programs and Policies**

Action Steps

1

Assess

Conduct a workplace ergonomic assessment.

2

Limit Repetition

Limit the amount of time workers perform repetitive tasks.

3

Modify

Offer modified workstations or work tasks.

Recommendations & Tips

Have a member of the health and safety team, or a trained professional, conduct the workplace ergonomic assessment.

Consider how tasks and responsibilities change throughout the course of the workday or week.

Train supervisors as health and safety leaders.

Resources

[Checklist: Ergonomics Assessment](#)

[Toolkit: Be Super! In Construction](#)

Don't stop now!

Next Steps & Your Progress



What steps will you take to advance your goals? Set reminders in your calendar to regularly check up on your Healthy Workplace Action Plan goals.

1

Share your Healthy Workplace Action Plan with your team and leaders at your organization. Carefully review the goals, next steps, and resources.

2

Address any concerns or barriers to implementing the goals listed in your Healthy Workplace Action Plan. Contact your Health Links Advisor if you need help or more resources.

3

Pick one of your goals and get started. Once you've accomplished your goal, repeat the action steps with the next goal on your list. Remember, we're here to help!

4

Unlock the full potential of your plan. Access your online User Dashboard to schedule advising sessions, complete additional modules, and attend trainings and events.

5

Mark your plan expiration date on your calendar.* And remember to log into your User Dashboard for important reminders.

*Plans and recognition will be valid for one year from the date of purchase.

[Click here to schedule your next session.](#)

It's essential to start working toward your goals in the days and weeks immediately following your Assessment and advising session. If you want a helping hand to get things up and running, you can add extra sessions to your plan for up to 90 days after completing the Assessment. Visit HealthLinksCertified.org to learn more.

Get In Touch



Health Links™ is a program that champions health and safety at work. We offer evidence-based Healthy Workplace Certification and advising services to help organizations and their team members achieve *Total Worker Health*®.

Based in the Center for Health, Work & Environment at the Colorado School of Public Health, our deep experience as researchers and industry trailblazers informs everything we do for you.

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