

# IDEAS STEP 2

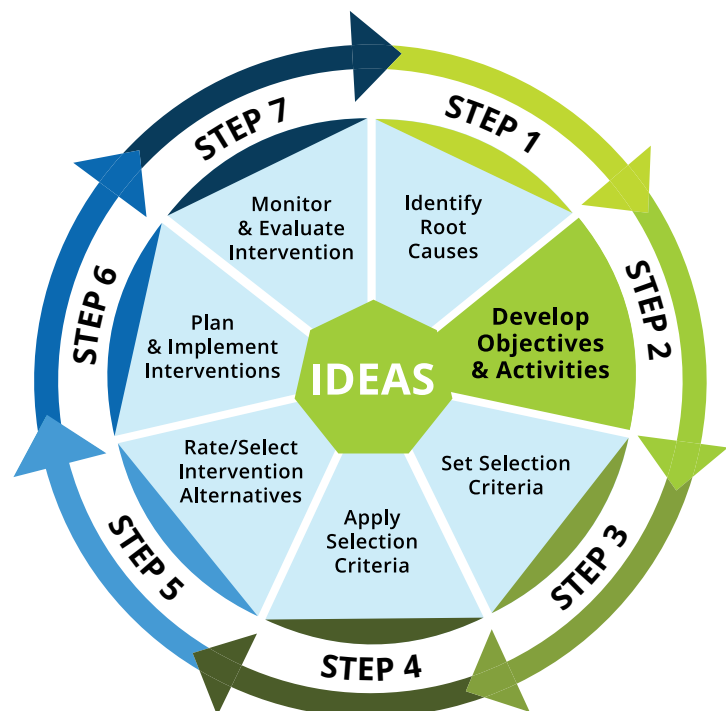


## Develop Measurable Objective and Solution Activities

### DT Design Team Handouts

#### Handouts:

- Design Team Agenda
- Definitions
- IDEAS Step 2: Develop Measurable Objective and Solution Activities Sample
- IDEAS Step 2: Develop Measurable Objective and Solution Activities Worksheet
- To Do



## IDEAS Step 2: Develop Measurable Objectives and Solution Activities



# Design Team Agenda

### Meeting Intent:

To create a list of possible solutions to address the root causes of the Major Health, Safety, and Well-being objectives that were discussed during the previous meeting.

### Desired Outcomes:

1. Clarity about the relationship between IDEAS Steps 1 & 2.
2. A written Major Health and Safety Objective to work towards achieving through the IDEAS process.
3. A list of solutions with activities that will address the Major Health and Safety objective as completely as possible.

When	What	Discussion Questions
<b>0:00</b> (6 min)	<b>Arrival / Check-in</b>	<i>What animal do you feel like today?</i>
<b>0:06</b> (1 min)	<b>Approve meeting minutes</b>	
<b>0:07</b> (3 min)	<b>Review Meeting Plan</b>	
<b>0:10</b> (5 min)	<b>1. Clarity on how IDEAS Step 1 relates to IDEAS Step 2</b> <b>Handouts:</b> Definitions	
<b>0:15</b> (15 min)	<b>2. Create a Major Health, Safety, and Well-being Objective</b> <b>Handouts:</b> Objective Statement	<i>How will we describe our Major Health &amp; Safety Objective?</i>
<b>0:30</b> (45 min)	<b>3. Create a list of solutions with activities</b> <b>Handouts:</b> Step 2: Develop Measurable Objectives and Solution activities example worksheet, Completed IDEAS Step 1 fishbone diagram or Step 1 worksheet (Identify Root Causes)	
<b>1:15</b> (10 min)	<b>Next Steps</b>	
<b>1:25</b> (5 min)	<b>Check-out</b>	<i>Is there anything on your mind that you did not have a chance to share?</i>



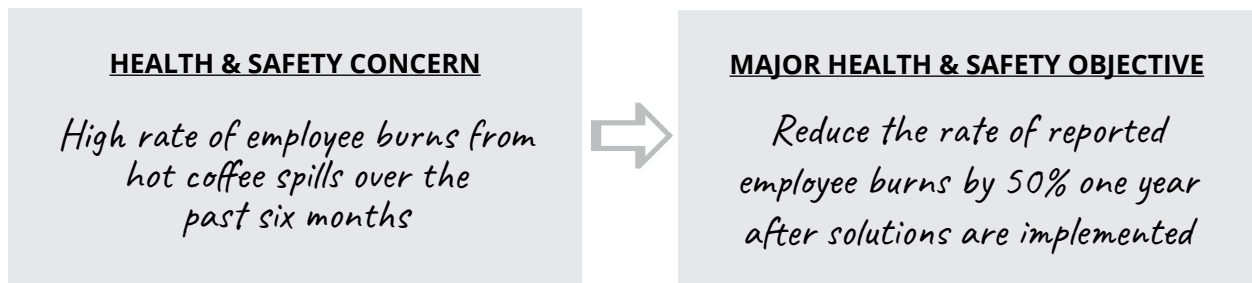
## Definitions

**Major Health, Safety, & Well-being Objective:** An overall statement of the desired outcome related to the safety, health, and well-being concern identified in Step 1.

**Solution:** A more specific, targeted objective for what could be done to accomplish the major health and safety objective, making it easier to come up with ideas for a set of activities; solutions should also be SMART

**Activities:** Specific actions that would bring the organization closer to achieving a solution.

### Developing an Objective Statement



### ***IDEAS Step 2 Notes (Optional):***

Feel free to record any of your individual thoughts/the thoughts of the group below. Refer to the example as needed.

## Step 2: Develop Measurable Objective and Solution Activities

Major Health and Safety Objective:

Reduce the rate of employee injuries as a result of hot coffee spills

<b>Solution 1:</b> Improve functionality of coffee cups and lids <b>Specific Activities/ Components of Solution 1:</b>	<b>Solution 2:</b> Improve safety features of coffee machine <b>Specific Activities/ Components of Solution 2:</b>	<b>Solution 3:</b> Policy changes/education to reduce employee fatigue <b>Specific Activities/ Components of Solution 3:</b>	<b>Solution 4:</b> Reorganize workspace to maximize efficiency <b>Specific Activities/ Components of Solution 4:</b>
Order thicker coffee cups/lids with coffee sleeves that fit easily  Train employees on conducting lid-checks & safe handling of cups	Purchase coffee machines that prevent splashing, dispense directly to cups  Alternative: Purchase protective splash guard or better carafes that dribble less	Change scheduling and shift coverage policies  Provide material on the benefits of sleep/strategies for getting more sleep  Have an additional employee during peak hours  Convert walk-in closet to an employee quiet/break room	Store infrequently used supplies to clear counter space  Hire an ergonomic consultant to reorganize workspace and maximize workflow and usability  Separate coffee prep and food prep areas

Developed by the Center for the Promotion of Health in the New England Workplace with support from NIOSH grant #U19-OH008857

## Step 2: Develop Measurable Objective and Solution Activities

Major Health and Safety Objective:

Solution 1:	Solution 2:	Solution 3:	Solution 4:	
Specific Activities/ Components of Solution 1:	Specific Activities/ Components of Solution 2:	Specific Activities/ Components of Solution 3:	Specific Activities/ Components of Solution 4:	

Developed by the Center for the Promotion of Health in the New England Workplace with support from NIOSH grant #U19-OH008857



**I will...**



.....

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.