



START-UP SESSION 3

Prioritize and Select Concerns for Intervention



Design Team Handouts

Handouts:

- Design Team Agenda
- Prioritizing Issues: Health, Safety and Well-being and Work
- To Do and notes page



Design Team Agenda

Meeting Intent:

The intent of this meeting is to decide which topics are most important for the Design Team to focus on. The topics will be prioritized for developing interventions one topic at a time.

Desired Outcomes:

1. Everyone understands any new HS&W issues since last the meeting.
2. A list of high priority HS&W concerns for DT to address over time.
3. Decision on the first HS&W concern the DT will address.

When	What	Discussion Questions
0:00 (4 min)	Arrival/Check-in	<i>If you were a bumper sticker, what would you say?</i>
0:04 (1 min)	Approve meeting minutes	
0:05 (5 min)	Review meeting plan	
0:10 (10 min)	1. Report back – peer input on HS&W issues	<i>Who did you talk to?</i> <i>What did you learn since our last meeting?</i>
0:20 (15 min)	2. Prioritizing health, safety and well-being concerns <u>Handout</u>	<i>What are the 3-4 most important issues the organization needs to address?</i> Each member contributes ideas, then the team organizes the ideas and begins to prioritize
0:35 (20 min)	3. Selecting the first HS&W concern	<i>Which concern do we want to tackle first?</i> Members vote
0:55 (3 min)	4. Next steps	
0:58 (2 min)	5. Check-out	<i>A few words to describe how I feel as I leave this meeting</i>

Prioritizing Issues: Health, Safety and Well-being and Work

Write down the top 3-4 health & safety issues that you think are most important for the organization to address. Write ONE concern on each post-it note.



Top 3 selected priorities of the DT:

1.

2.

3.

Additional data that needs to be collected?

(e.g. employee surveys, compensation claims, etc.)



I will...



Think about things that may be contributing to the prioritized health and safety concerns

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