



# Supporting UBT Health and Safety Champions: Action Guide





How to Use This Guide ..... 3

Steps to Success ..... 4

UBT Health and Safety Champion Rounding Survey ..... 6

Champion Resources

    Where to Find Help ..... 8

    Inspire Your Team ..... 9





Unit-based team health and safety champions play a pivotal role in creating a healthy and safe workplace at Kaiser Permanente. Labor and management leaders can support champions by rounding — engaging champions in face-to-face conversations and listening to their challenges and successes — several times a year.



**WHO:** This toolkit is for labor and management leaders working in pairs, if possible.



**WHAT:** Use this toolkit to provide champions with support and updates, listen to their successes and barriers, and reconnect them with the purpose of their role. Resources on [pages 8–10](#) are designed for champions. Be sure to share them as you round.



**WHEN:** Meet or round with your champions one to two times a year.



**WHY:** Rounding provides two-way communication — for leaders to share tips and resources with champions, and for champions to share their needs and perspective with leaders. Data shows when champions attend the orientation class, they score higher on People Pulse. They also complete more well-being projects.





Use this step-by-step guide to get the most out of your rounding conversations with champions.

### STEP 1

**Obtain a list of UBT health and safety champions for your region.**

- » Find out who in your region can pull a recent champions' list.
- » [Download a report from UBT Tracker](#) [KP Intranet] and export into an Excel spreadsheet.
- » Create a new spreadsheet by selecting location, department, UBT name, champion's name, email and phone number.

### STEP 2

**Schedule when and how you will meet and round with your champions.**

- » Build a relationship with the administrative assistant at the desired location and schedule a conference room at the facility, if possible.
- » Send an invitation through Microsoft Teams for the health and safety champions to meet for 30 minutes in the chosen location.
- » Visit champions who were unable to attend the face-to-face meeting.
- » If you are unable to contact champions, email them the [survey link](#), and follow up.

### STEP 3

**Download the UBT Health and Safety Champion Survey to your smart tablet.**

- » As you meet with champions, have them answer the survey on [page 6](#). If you don't have time, email them the [survey link](#).
- » If you can't obtain a smart tablet for this project, explore alternatives such as using your laptop in "tablet" mode, printing out the survey and then hand-entering the answers.

### STEP 4

**Gather materials for rounding.**

- » Bring your smart tablet, or download and print [Supporting UBT Health and Safety Champions: Action Guide](#).





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**STEP 5****Meet, greet and round with the champions.**

- » Attend the in-person meeting you scheduled with champions.
- » Ask them to complete the survey, then help them register for UBT Health and Safety Orientation (if they haven't taken the training yet) and provide resources to them.
- » Thank them for serving as the health and safety champion for their teams.
- » Bring swag items or tokens if you have them. Contact your regional resources, such as Healthy Workforce or Live Well Be Well partners.
- » Visit champions who did not attend the meeting.
- » If you are unable to meet with the champion in person, send the [survey link](#).

**STEP 6****Follow up with champions and leadership.**

- » Send a summary of the champion survey and explain what you will do with the information.
- » Use survey results to identify barriers and challenges, and potential solutions, for champions.
- » Share your findings with union and management leadership.





**Leaders:** Use this survey to gather information and identify issues in your rounding conversations with champions.

ROUNDING PARTNERS	UNIT-BASED TEAM HEALTH AND SAFETY CHAMPION
<b>Labor Partner Name:</b> <input type="text"/>	<b>Champion Name:</b> <input type="text"/>
<b>Management Partner Name:</b> <input type="text"/>	<b>NUID:</b> <input type="text"/>
<b>Region:</b> <input type="text"/>	<b>Region:</b> <input type="text"/>
<b>Session 1 Date:</b> <input type="text"/>	<b>Facility:</b> <input type="text"/>
<b>Session 2 Date:</b> <input type="text"/>	<b>Department:</b> <input type="text"/>

Please ask champions the following questions:

**ROLE**

1. Have you attended the UBT Health and Safety Champion orientation training?

- Yes
- No

2. As a UBT Health and Safety Champion, how often do you:

- Regularly attend UBT meetings
  - Always
  - Most of the time
  - Some of the time
  - Rarely
  - Not at all
- Regularly attend the monthly tele-town hall calls
  - Always
  - Most of the time
  - Some of the time
  - Rarely
  - Not at all



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**PERFORMANCE****1. Has your UBT completed a health/well-being project in the past 12 months?** Yes  No**2. Has your UBT has completed a safety project in the past 12 months?** Yes  No**SUPPORT***Please indicate how much you agree or disagree with the following statements:***1. I have a clear understanding of my role as a UBT health and safety champion.** Strongly agree  Agree  Somewhat agree  Disagree  Strongly disagree**2. As a health and safety champion, I feel supported by my UBT.** Strongly agree  Agree  Somewhat agree  Disagree  Strongly disagree**3. I have the resources to help create a healthy and safe workplace that prevents injuries and protects health.** Strongly agree  Agree  Somewhat agree  Disagree  Strongly disagree**4. My UBT prioritizes working on health- and safety-related projects.** Strongly agree  Agree  Somewhat agree  Disagree  Strongly disagree**Please be as specific as possible in your answers to the following questions.**

» What is working well in your role?

» What are key barriers or challenges you face as a UBT health and safety champion?

» What kind of additional support would you like in your role?

» What else would you like us to know about your role as a UBT health and safety champion?



**Leaders:** Please share the following resources with your champions.

**Champions:** The UBT Health and Safety Champions program is just one benefit of the Labor Management Partnership between Kaiser Permanente and the Partnership unions. Other benefits include working in unit-based teams, as well as industry-leading wages, benefits and performance. As a union member, you also enjoy access to an educational trust fund to help advance your career while making KP ready for the future.

To be successful, here are resources to help you do this critical work:

### MONTHLY CHAMPION TELE-TOWN HALL

Held on the last Wednesday of each month and offered at three different times, this 30-minute interactive and educational call is for champions just like you from around KP. You can build skills, ask questions and hear ideas from co-workers. It's short, sweet and packed with information. Register\* for the next Tele-Town Hall: <http://cast.teletownhall.us/umb>

\* Please do not share this link with non-champions.

### MAKE YOUR VOICE HEARD

Please help us improve the program by filling out this 12-question survey for UBT health and safety champions. [Click here to take the survey.](#)

### GET SCHOOLED

Take the UBT Health and Safety Champion orientation class on KP Learn! Department managers also are encouraged to attend this course to learn more about your work and how to support you.

**KP LEARN REGISTRATION** \_\_\_\_\_

**DATE** \_\_\_\_\_

**TIME** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

### MORE TIPS, TOOLS AND RESOURCES

[How-to Guide: UBT Health and Safety Champions](#)

Explore the main portal for UBT health and safety champions for handouts, tips and videos.

### HEALTHY WORKFORCE

Help employees lead healthy, balanced lives at work and at home. Find wellness tools and resources to inspire others at [kp.org/healthyworkforce](http://kp.org/healthyworkforce).

### REACH OUT TO A HUMAN FOR HELP

Use this space to jot down contact information for local leaders who can help you remove barriers and provide solutions.

**NAME** \_\_\_\_\_

**REGION** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**MOBILE** \_\_\_\_\_





**Leaders:** Please share these sample team wellness and safety projects with your champions.

**Champions:** Looking for a safety and wellness team project? Use the following examples for inspiration.

SMART GOALS	ACTION STEPS
<p>We will decrease our total team weight of ____ to ____ by (date).</p> <p><b>HELPFUL HINT</b> Use these recommended metrics to measure average monthly weight loss: Threshold – 1% decrease Target – 2% decrease Stretch – 3% decrease</p>	<ul style="list-style-type: none"> <li>» Decrease our daily added sugar to less than 30 grams as a team average for the next 30 days</li> <li>» Increase our intake of fruits and vegetables to seven or more servings a day for 60 days</li> <li>» Participate in 150 minutes of planned physical activity a week and track our activity using <a href="#">Go KP</a> [KP Intranet]</li> <li>» Track our daily food intake to help lose or maintain weight</li> </ul>
<p>We will improve fitness levels by increasing our team’s average weekly exercise minutes from ____ to ____ for 90 days.</p>	<ul style="list-style-type: none"> <li>» Track activities on <a href="#">Go KP</a> [KP Intranet]</li> <li>» Participate in a race or program</li> <li>» Organize a friendly fitness competition with another department, such as a stair climb challenge</li> </ul>
<p>We will set a goal to address the stigma of discussing mental health issues.</p>	<ul style="list-style-type: none"> <li>» Complete the Mental Health and Wellness Training on KP Learn: <a href="#">Mental Health and Wellness Training for Employees</a> [KP Intranet] <a href="#">Mental Health and Wellness Training for Managers</a> [KP Intranet]</li> <li>» Participate in a mindfulness program, such as the KP Learn <a href="#">Mindfulness Intervention Program</a> [KP Intranet]</li> </ul>



**SMART goals** enable teams to see the effects of their small tests of change as they use the Plan, Do, Study, Act (PDSA) steps of the **Rapid Improvement Model (RIM)**.



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SMART GOALS	ACTION STEPS
<p>We will have ____% of our team complete the Briotix computer ergonomics self-assessment by ____.</p>	<ul style="list-style-type: none"> <li>» Log into Briotix and complete the 360ME Self Assessment: <a href="https://kaiserpermanente.briotix.works/">https://kaiserpermanente.briotix.works/</a></li> </ul>
<p>We will conduct a 6s on ____ work area/storage room to mitigate safety risk associated with accessing supplies by ____.</p>	<ul style="list-style-type: none"> <li>» Complete a 6s process using <a href="https://www.lmpartnership.org/tools/6s-tame-chaos-workplace">https://www.lmpartnership.org/tools/6s-tame-chaos-workplace</a>.</li> <li>» Place heavier items on middle shelves and commonly accessed items in areas that minimize reaching and bending.</li> <li>» Ensure pathways are clear of trip hazards.</li> </ul>
<p>____% of our team will complete the Slip, Trip and Fall Prevention training on KP Learn by ____.</p>	<ul style="list-style-type: none"> <li>» Log into KP Learn and enroll in the course, Slip, Trip and Fall Prevention 2020.</li> </ul>

