HEALTH LINKS

Setting Annual Objectives for Total Worker Health®

STEP 1

Review your organization's core values and how they align with Total Worker Health (TWH)

Who can help?

Leadership

Health & safety committee

Health & safety champions

Questions to consider

- What do your employees value? What do they need to succeed in their jobs?
- How do your organization's core values align with your employees' values? What does your organization need to be successful?
- Why is TWH a priority for your organization?

Communicate to employees **why** your organization is focusing on TWH. Seek input from hard-to-reach individuals/groups to ensure inclusivity.

STEP 2

Base annual objectives on workplace assessment and evaluation data

Part 1

Use workplace assessments to determine what your employees want and need from your TWH program.

What to include?

- Employee needs and interests surveys
- Physical worksite assessments
- Health screening data
- Healthcare and worker's compensation claims and costs

Part 2

Use employee feedback to continuously improve your TWH program.

What to evaluate?

- Employee participation and satisfaction
- Employee productivity, morale, and engagement
- Organizational culture change
- Employee health risk factors

*For more information on evaluations, see our **evaluation checklist.***

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STEP 3

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Set S.M.A.R.T. annual objectives for your health and safety program

S.M.A.R.T. goals help you:

- Understand the effectiveness of your program
- Keep expectations realistic
- Ensure alignment with company goals
- Revisit your efforts over time

S	**M**	**A**	**R**	**T**
Specific	Measurable	Achievable	Results-focused	Time-bound
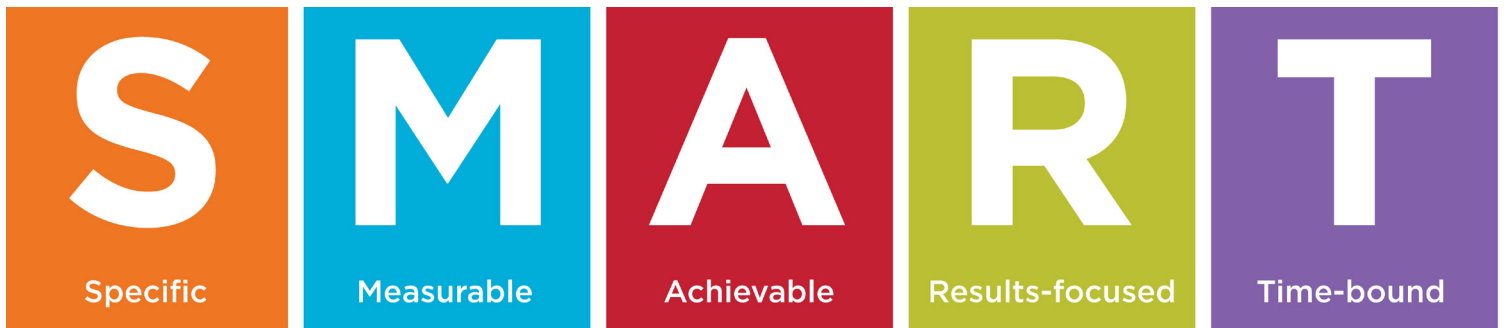
Example of a S.M.A.R.T. goal: **By March 3, 2020, at least 50% of employees at the Happy Company will have completed health screenings.**

Specific = <u>Who</u> we are targeting and <u>what</u> we will achieve:

"employees at the Happy Company will have completed health screenings"

Measureable = <u>How much</u> change we expect (how we will know if we're successful):

"at least 50%"

Achievable = Realistic for our organization to accomplish:

Dependent on several factors such as time, resources, current participation rates, etc.

Results-focused = What the desired outcome is—instead of activities. This should relate to the overall program goal:

"employees complete screenings" instead of *"we will offer screenings"*

Time-bound = When we will accomplish this:

"By March 3, 2020"