



# Preparing for a Workwell Audit

## Summary of presentation

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## Agenda

- Initial steps
- Preparation for committees
- Analysis of workwell elements
- Communication strategies
- Implementation of new programs
- Final Steps

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## Our Workwell Journey Initial Steps

- Receive workwell letter
- Evaluation deferral-safety groups
- First Step-engage senior management

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# Initial Steps

Business plan with budget

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## McMaster preparation for the audit

- Steering Committee
- Resource Committee
- Working Committees
- Communication Strategy

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## Analysis of Workwell Elements

- Review of each element of core audit

Elements #1-12

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## Analysis of Workwell Elements

Training matrix

Categories of employees vs health and safety training available

Corporate

Facilities Services

Hospitality

Security and Parking Services

Tutorial Assistants/Research Assistants

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## Analysis of Workwell Elements

- Training matrices matched job hazard analysis

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## Communication Strategies

- Initial presentation to key groups
- Daily news, email
- Regular meetings with PR
- Monthly posters-committee

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## Communication Strategies

- FAQ pocket cards
- Newsletters-communication of modified or new programs (RMM)
- Dedicated information sessions added to our regular health and safety training schedule

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## Implementation of new programs

- Key criteria and how they relate to each other
- Subject matter expert groups
- Training matrix
- Job Hazard Analysis
- Sub committees formed for JHA
- Risk Management Manual Programs
- On line training

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## Final Steps

- Constant update to workwell website
- Communication of dedicated website
- Development of workwell self audit checklist
- Audits by resource team of key areas
- Documentation organization of workwell elements
- Audits by external agency

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## Final Steps Conclusion

- Workwell audit
- Communication continues
- Appreciation continues

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## Final Steps Conclusion

- **Health and Safety** critical success factors:
  - Education
  - Communication
  - Commitment
  - Partnership

Health and Safety Success –

A Shared Responsibility