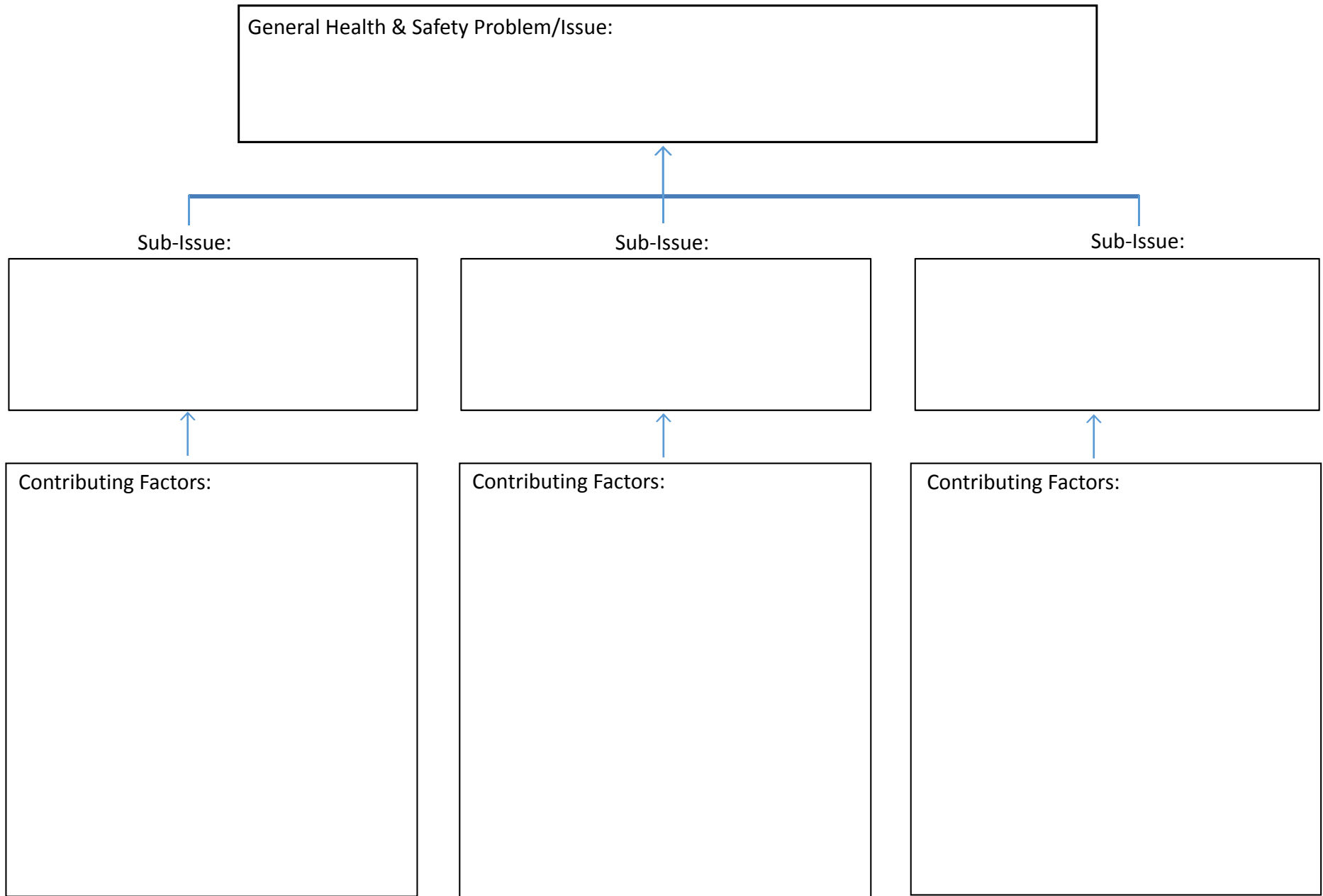


Step 1: Identify Health & Safety Problem/Issue and Contributing Factors



Step 2: Set Measureable Objectives & Brainstorm Solution Activities

Health & Safety Goal /Objective

Solution #1

Solution #2

Solution #3

Specific activities/ components
of Solution #1

Specific activities/
components of Solution #2

Specific activities/
components of Solution #3



Step 3: Set Selection Criteria for Evaluating Solution Activities and Interventions

Scope/Impact	Benefits/Effectiveness	Resources/Costs	Obstacles/Barriers



Step 4: Apply Selection Criteria to Solution Activities & Create 3 Intervention Alternatives

**Solution
Activities:**

Scope/Impact:

Benefits/Outcomes:

Resources:

Obstacles:

* Use multiple worksheets to review solution activities, then combine solution activities into intervention alternatives.



Step 4: Apply Selection Criteria to Solution Activities & Create 3 Intervention Alternatives

**Solution
Activities:**

Scope/Impact:

Benefits/Outcomes:

Resources:

Obstacles:

* Use multiple worksheets to review solution activities, then combine solution activities into intervention alternatives.



Step 4: Apply Selection Criteria to Solution Activities & Create 3 Intervention Alternatives

**Solution
Activities:**

Scope/Impact:

Benefits/Outcomes:

Resources:

Obstacles:

* Use multiple worksheets to review solution activities, then combine solution activities into intervention alternatives.



Step 5A: Rate Intervention(s)

	Intervention A	Intervention B	Intervention C
	Title:	Title:	Title:
Anticipated scope/impact (L/M/H)			
Anticipated benefits (L/M/H)			
Resources needed (L/M/H)			
Anticipated obstacles (L/M/H)			

Priority rankings of interventions (optional):

Additional notes to the Steering Committees (optional):



Step 5B: Rate & Select Intervention(s)

Intervention A

Intervention B

Intervention C

Title:

Title:

Title:

**Anticipated scope/impact
(L/M/H)**

**Anticipated benefits
(L/M/H)**

**Resources needed
(L/M/H)**

**Anticipated obstacles
(L/M/H)**

Topics to discuss with Design Team regarding proposed interventions:

Intervention(s) selected for implementation:



Step 6: Implement Intervention(s)

Group Process Checklist (Steering Committee):

- Assign leadership roles for the management and oversight of the intervention.
- Generate a list of key considerations prior to developing an implementation schedule.
- Develop a schedule for implementation.
- As needed, provide training/orientation sessions to supervisors and middle management.
- Share key dates and project milestones with the Design Team or non-managerial employees.
- Prior to implementation, develop organization-wide communications about the intervention and the overall PExHP program.

Step 7: Monitor and Evaluate Intervention(s) Modify if Needed

Group Process Checklist (Steering Committee):

- Verify (monthly) that everything is going according to plan, including:
 1. the intervention is receiving needed resources and support
 2. the intervention is showing signs of succeeding
- Where possible, adapt the intervention to be even more effective or successful.
- Terminate an intervention if there unacceptable bad consequences.
- Develop any required progress reports about the intervention.
- Develop organization-wide communications about intervention progress and the overall PExHP program.