



# UBT Health and Safety Champions Reference Guide

# CONTENTS

---

Overview	3
Sparkplugs for Change	4
How Champions Support Teams on the Path to Performance	5
Levels 1 – 3	5
Levels 4 – 5	6
Resources	7

---





# OVERVIEW

Unit-based team health and safety champions are volunteers who serve as peer resources for their teams, spearheading activities that support a culture of health, well-being, and workplace safety at Kaiser Permanente. Table 1 shows additional requirements needed for UBTs to advance along the Path to Performance, as outlined in the 2018 Alliance National Agreement.

**TABLE 1:**  
**An overview of the Path to Performance levels for the UBT Health and Safety Champion role**

LEVEL	DESCRIPTION
1	 Champion is identified
2*	 Champion completes orientation training
3*	 Champion completes at least 2 of the 12 monthly suggested health and/or safety activities
4*	 Team completes a well-being project with successful rating (per SMART goals in UBT Tracker)
5	 Team establishes a sustainable culture of safety and health

\* Enhancements made to the Path to Performance as of 2018 Alliance National Agreement.



## SPARKPLUGS FOR CHANGE

To support UBT health and safety champions, Healthy Workforce and Workplace Safety leads from labor and management work in partnership to develop tools and resources posted on [LMPartnership.org/hschampions](https://LMPartnership.org/hschampions), which range from monthly activity fliers to national Tele-Town Hall events. Whether leading Instant Recess® or conducting safety stops, UBT health and safety champions work with their UBT co-leads to share health and safety tips, activities, and practices that can be integrated into the team's daily work.

### UBT HEALTH AND SAFETY CHAMPIONS SHOULD:

- [ ✓ ] spark action by modeling and organizing activities that support healthy and safe work practices; use the monthly activity fliers available for download at [LMPartnership.org/hschampions](https://LMPartnership.org/hschampions)
- [ ✓ ] keep safety and health top of mind for the team; participate in team meetings; share health and safety messages in team meetings, huddles, and other group gatherings
- [ ✓ ] stay informed about health and safety activities at KP through monthly emails, tele-town hall events, and [LMPartnership.org/hschampions](https://LMPartnership.org/hschampions)
- [ ✓ ] tap into local networks, including UBT consultants, co-leads, and other champions for support and sharing of best practices
- [ ✓ ] participate in monthly tele-town hall calls to learn new skills, ask questions, and share experiences, successes, and challenges with UBT health and safety champions programwide



# HOW CHAMPIONS SUPPORT TEAMS ON THE PATH TO PERFORMANCE

## LEVELS 1 – 3

**UBTs in Levels 1 through 3 of the Path to Performance are in the initial stages of establishing a high-performing team.**

- » In Level 1, the UBT identifies leaders and sponsors who will support team development.
- » Level 2 UBTs set the infrastructure of engagement and learn performance improvement skills.
- » At Level 3, the UBT demonstrates progress on team engagement and initiates projects to improve performance.



### Level 1: UBT Health and Safety Champion is identified

- » Co-lead identifies the champion in UBT Tracker and introduces him or her to the team.
- » The champion attends and participates in UBT meetings to infuse health, well-being and safety awareness into the team's work practices (with the help of monthly activity fliers and tips from [LMPartnership.org/hschampions](https://lmpartnership.org/hschampions) local or national events and campaigns).



### Level 2: UBT Health and Safety Champion completes orientation training

- » Co-lead and/or champion contacts the appropriate regional lead to complete the Health and Safety Champion orientation training, which covers roles and responsibilities, health and safety activities, and resources.

**DID YOU KNOW?** Identifying a UBT health and safety champion in UBT Tracker links the individual to a larger network of resources, including email announcements about monthly tele-town hall events and correspondence from local Total Health and/or Workplace Safety leads.



### Level 3: The Champion engages his/her team in at least 2 of the 12 monthly suggested health and/or safety activities

Champion works with the UBT to complete 2 activities of choice, which are posted in the “Activity Fliers” section of [LMPartnership.org/hschampions](https://lmpartnership.org/hschampions) and discussed by experts and fellow champions across the program in monthly, interactive tele-town halls. Suggested activities include:

- » encouraging health awareness by sharing information about [prediabetes](https://lmpartnership.org/hschampions/prediabetes) or resources like the [Total Health Assessment](https://lmpartnership.org/hschampions/total-health-assessment)
- » promoting a [Go KP](https://lmpartnership.org/hschampions/go-kp) campaign (such as Pound for Pound, Summer Games, How I Thrive, etc.) or other local health and well-being activities with your UBT
- » leading a [Free to Speak](https://lmpartnership.org/hschampions/free-to-speak) activity or [Safety Conversation](https://lmpartnership.org/hschampions/safety-conversation) to help your team identify potential hazards and generate ideas to prevent injuries
- » applying the concepts outlined in the [Make the Workplace Safer: Action Guide](https://lmpartnership.org/hschampions/make-the-workplace-safer) by using a tool for spotting safety risks tailored to your team's department



# HOW CHAMPIONS SUPPORT TEAMS ON THE PATH TO PERFORMANCE (continued)

## LEVELS 4 – 5

**UBTs that reach Level 4 or 5 are recognized as high performing: they have high engagement and are proficient in the use of SMART goals and performance improvement tools.**

- » Level 4 UBTs demonstrate high engagement from all team members through the completion of several successful improvement projects.
- » Level 5 UBTs use sophisticated performance improvement tools and have met multiple targets across all four points of the Value Compass.



### **Level 4: Team completes a well-being project with successful rating (per SMART goals in UBT tracker)**

Level 4 UBTs must complete at least one health or safety project with a SMART goal and earn at least a “successful” rating. Sample projects include:

- » increasing the number of days per week a UBT participates in Instant Recess® or a One-Moment Meditation during team huddles
- » engaging in a healthy eating challenge or reducing/maintaining body mass index
- » participating in a Go KP or local health and well-being campaign
- » conducting posture checks or practicing stretch breaks
- » increasing the number of hazards identified and resolved by the UBT



### **Level 5: Team establishes a sustainable culture of safety and health**

The UBT must demonstrate sustained performance in culture of health, well-being, and SMART safety goals. Examples include:

- » achieving an improved rating on a health and/or workplace safety project previously completed
- » establishing a healthy snack/lunch environment (for instance, avoiding sweets, sugar-sweetened beverages, or high-calorie items) when sharing food in department spaces
- » designating a meeting room or workspace for mindfulness, quiet time, and/or stress-reduction activities.
- » applying the incident analysis process to identify and resolve root causes of workplace safety incidents or injuries

**DID YOU KNOW?** Level 4 and 5 teams complete SMART goals and have at least a successful rating in UBT Tracker. SMART goals are defined as Specific, Measurable, Actionable, Realistic and Time-bound. [LMPartnership.org](http://LMPartnership.org) has a host of tools and resources to support continued performance improvement, including materials to support the development of [SMART goals in UBT Tracker](#) and [action plan follow-up and tracking](#).



# RESOURCES

## How-to Guide: UBT Health and Safety Champions

Explore the main portal for UBT Health and Safety Champions for handouts, tips, and videos.

[Take me there »](#)

## Labor Management Partnership: Understanding the Path to Performance

Get informed with tools, videos, and more about the Path to Performance.

[Take me there »](#)

## Healthy Workforce

Help employees lead healthy, balanced lives at work and at home.

[Take me there »](#)

## Workplace Safety

Find links to national and regional tools, trainings, and advice to achieve an injury-free workplace environment.

[Take me there »](#)

## Employee Assistance Program

Know what free and confidential support services are available to all Kaiser Permanente physicians, employees, and their dependents.

[Take me there »](#)

