



UBT Health and Safety Champions Reference Guide

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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, 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
- [✓] 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
- [✓] 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) or resources like the [Total Health Assessment](https://lmpartnership.org/hschampions)
- » promoting a [Go KP](https://lmpartnership.org/hschampions) 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) activity or [Safety Conversation](https://lmpartnership.org/hschampions) 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) 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 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 »](#)

