

SHIP Implementation Checklist

Whether you have a small business or a large organization, everyone can participate. The SHIP toolkit requires three specific roles - the champion, the supervisor and the employee. Once your organization decides to move forward with implementing SHIP, this checklist will be helpful in your implementation process:

Champion: This person is the facilitator of the program. They are the keeper of the information and a source who understands how the program works. These are some of the things the Champion manages:

- Explains the SHIP toolkit to supervisors/managers with the "SHIP Leadership Briefing Slides"
 - Obtains SHIP online supervisor training access from YourWorkpath.com/downloads
 - Schedules online training for supervisors/managers either in-person or through email
 - Prints and distributes the behavior tracking cards for supervisors (select lanyard size or index card size) and the "Manager/Supervisor Training and Behavior Tracking Guide". Explain how these materials are used
 - Prints, distributes and explain how to use the "Follow-up Guide" and "Follow-up Briefing Slides" PDFs to each supervisor, manager or team lead participating in SHIP
 - Distribute incentives (if offered) and collect feedback (if applicable)
 - Check in on team meetings to answer questions and gather feedback from supervisors/managers and employees on their SHIP experience
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Supervisors/Managers/Team Leads: Each supervisor, manager or team lead participating in SHIP will engage in each of the toolkit components, they include:

- Complete a 60-minute online supervisor training
 - Participate and complete 2-weeks of behavior tracking activity to increase contact with team to reinforce safety, health and well-being practices
 - Lead Follow-up sessions and Check-in discussions with employees using the "Follow-up Guide" and "Follow-up Briefing Slides"
 - Give feedback to Champion on their experience participating in SHIP
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