

Aim step 1: create solid support for the worksites management team for implementation

**Step 1
Creating solid
support**

- Support from higher management will be ensured by signing a letter of intent saying that higher management supports the project and that employees are allowed to participate in the project during working hours
- Ensuring management support by providing information on the project and evidence of the expected return of investment of the new interventions and health policy

Aim step 2: formation of a project structure with employees from different organizational layers

**Step 2
Formation of
basic structure**

- Installing a steering committee with a chairman, preferably someone from higher management with decision making authority. Other members are also in decision making positions. This board will have monthly meetings to discuss progress and finalize decisions. Furthermore this board is responsible for the embedding of interventions in the general health policy of the company
- Appointing a project leader by the chairman. The project leader has authority at the worksite and enthusiasm for the project and will be an intermediate between steering committee and project and working groups
- Formation of project group (PG) and, if necessary, working groups (WG) by the project leader. The PG and WG will be responsible for the development and implementation of interventions and both groups will consist of representatives from all layers of the worksite.
- The project leader will be advised to include the following relevant stakeholders: managers, employees from different teams, communication officer, human resource staff member, facility management, health and safety executive, company physician.

Aim step 3: performing a needs assessment in order to develop interventions according to the needs and characteristics of the worksite

**Step 3
Needs
assessment**

- The PG or WG will be advised to perform a needs assessment among all employees by means of a standard needs assessment list. The project group can also decide to use a web-based questionnaire, a physical examination, focus groups or a combination of those methods mentioned. The needs assessment should measure the wishes of worksites management and employees.

Aim step 4: develop interventions that match employees needs and characteristics of the worksite

**Step 4
Development
phase**

- Based on the results of the needs assessment and characteristics of the worksite the interventions will be developed.
- The project leader will make a project and communication plan using input from the results of the needs assessment, PG and WG. The project plan should contain the desired changes and goals of the project, an intervention template (detailed description of interventions), communication plan and time-line, budget plan, and a list of involved persons with their tasks and responsibilities. This will facilitate a timed and structured implementation of the interventions.
- The project leader will present this project plan to the steering committee, who will decide on the go-no-go criteria of this plan.

Aim step 5: implementation of the interventions

**Step 5
Implementation
phase**

- The developed interventions will be implemented within the organization by the responsible project members according to the project plan.

Aim step 6: evaluation of the implemented interventions and the whole project

**Step 6
Evaluation**

- During the implementation process an integrative evaluation should be part of the process. This allows for data-driven improvement and adjustments to the project plan as needed.
- After the implementation of the interventions, the PG or WG should evaluate the program as a whole in order to determine which interventions will be part of the general occupational health policy.

Aim step 7: embedding the 7-step strategy and interventions in the general health policy of the organization

**Step 7
Maintenance**

- The structural embedding of the use of the 7-step strategy and interventions has to be realized to maintain possible (positive) effects over time. Efforts need to be made by the steering committee to integrate the 7-step strategy and interventions in the worksites general health policy.