# Improving Conditions for Health and Wellbeing in Small and Medium Enterprises in Aotearoa New Zealand – An outline of the project stages

#### Stage 1

Organisation Recruitment

(Oct20-Feb21)

- Eight organisations will be recruited in each sector (Health, Education, and Manufacturing) to participate in the research.
- Organisations will be assigned to either case or control. Both case and control
  organisations will participate in measuring psychosocial hazards and wellbeing; case
  organisations only will participate in developing and implementing wellbeing
  initiatives.
- Steering Groups (i.e. project champions) will be established in each case organisation.

## Stage 2

Organisation Preparation

(Mar-June21)

- A half day "kick-start" workshop will be held for case organisation steering groups to introduce the project and provide training on psychosocial hazards and wellbeing.
- Information sessions will be held for employees and managers in each case organisation to provide further information and guidance as required.
- An online 'Survey of Work & Wellbeing' will be run in case and control organisations voluntary participation by employees and managers will be encouraged (20 minutes).
- A focus group will be conducted in each case organisation for interested employees in which survey results are discussed and fleshed out (duration 90 minutes).
- A half day workshop will be held for case organisation steering groups to develop tailored organisation-specific wellbeing action plans.

## Stage 3

Action Plan Implementation

(Jun21-Jun22)

- Case organisations will implement their wellbeing action plans over a 12-month period. The research team will check-in with the steering groups every 2 months, providing additional support as required.
- A short online progress survey will be run in case organisations after 2 months (10 minutes duration), and drop-in interviews will be undertaken for any employee who is interested (30 minutes).
- The 'Survey of Work & Wellbeing' will be repeated in case and control organisations at 6 and 12 months to assess changes in psychosocial hazards and wellbeing.

### Stage 4

Completion and Dissemination

(Jul22-)

- A final report will be provided to case and control organisations, advisory groups and funders for wider dissemination (organisations and participants will be anonymised).
- Control organisations will be provided with training and initiative development support based on the findings from the case organisations (what worked well, lessons learnt).
- The online 'Survey of Work & Wellbeing' will be repeated 18 and 24 months.

If you are interested in taking part in this project as a case or control organisation, or would like more information, please get in touch with us at <a href="healthyworkproject@massey.ac.nz">healthyworkproject@massey.ac.nz</a> or:

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This project has been reviewed and approved by the Massey University Human Ethics Committee: Northern, Application NOR 20/45. If you have any concerns about the conduct of this research, please contact Dr Fiona Te Momo, Chair, Massey University Human Ethics Committee: Northern, telephone 09 414 0800, x 43347, email humanethicsnorth@massey.ac.nz