



University of Lynchburg

Institutional Review Board (IRB) for Human Subjects Research

Minimal Risk Research Proposal Form

This protocol proposal form is for minimal risk research (inherently minimal risk or risk that has been sufficiently minimized). **Once the document is complete, please share the file with the IRB director, Dr. Alisha Walker Marciano. If a student is completing the protocol proposal, the faculty/staff mentor must share it with the IRB director. No proposals will be accepted from students.** Undergraduate students are not permitted to serve as Principal Investigator (PI) for a research study and must have a faculty/staff mentor as the study PI; graduate students may serve as Co-Principal Investigator (Co-PI) along with a faculty/staff member. Members of the research team are not permitted to recruit or begin data collection until approval has been provided by the Director of the IRB. Incomplete or improperly completed/submitted protocol proposals will experience a delay in the review process.

Proposal Checklist (PRIOR TO SUBMITTING, PLEASE SELECT EACH BOX TO INDICATE COMPLETION; click on box twice to highlight, then right click to add a check):

- ✓ Proposal filled out completely.
- ✓ Data collection instrument(s) or comparable item(s). Include a copy (not an external link) of all materials at the end of the proposal.
- ✓ Invitation to participate in study (e.g. email, oral script, etc.), if applicable. Please include this at the end of the proposal.
- ✓ At least one of the following (include full consent form (not an external link) at the end of the proposal):
 - ✓ [Informed Consent Form](#) (for participants over the age of 18 years old)
 - [Informed Assent Form](#) (for participants under the age of 18 years old) and [Informed Parental Consent Form](#)
 - Description of verbal consent
 - Explanation of waiver of consent
- Additional support materials (add as many appendices as necessary at the end of the proposal - no external links to materials, please).
- [Administration Permission Form](#) if research is being conducted at another organization (educational setting, business, etc.) or a signed letter from an organization leader from each data collection site stating data collection is permissible.

Section One: Basic information about the research study and research team

What is the name of the person completing this protocol proposal? XXXXXXXX

Title of the Research Study: **Further Understanding the Employee Health & Safety Climate at Lynchburg College within a Total Worker Health® Context**

Per the Lynchburg IRB Ethical Research Practices Policy, all members of the research team must complete the online NIH ethics training. Please do not submit this protocol

without confirmation of this requirement. **(Please note: NIH ethics certificates for ALL research team members listed in this protocol proposal MUST be included at the end of this document).** For questions about this requirement or to request a potential substitution or waiver, please contact the IRB at irb-hs@lynchburg.edu.

Principal Investigator (PI) or Co-Principal Investigators (Co-PIs): XXXXXXXXX

PI Department or Office (list for Co-PIs, if applicable): XXXXXXXXX

PI Email Address (list for Co-PIs, if applicable): XXXXXXXXX

Additional research team members and their roles:

Name of researcher and Role of researcher

XXXXXXXXXXXXXXXXXX

Is this an undergraduate student research project?

No

Is this a graduate student research project?

No

Research category/categories selected (by number) for project:

Category 2

Explanation of how project fits with research category selected:

This research study uses survey instruments/procedures to collect information and information obtained is recorded in such a manner that human subjects can not be identified. Personal identifiers will not be asked in the surveys and data will be reported aggregately.

Section Two: Background information on the proposed research study

Please respond to all items below. Researchers are encouraged to provide as much detail as they would provide in describing to a faculty member or other academic professional who is not in their discipline/profession. The reviewer may not necessarily be familiar with technical jargon, acronyms, or devices.

1. **Purpose.** Provide a description of the purpose of your study, including the rationale/background for the study. What are the goals and hypotheses of the research? This statement should describe the variables being studied and explain why this topic is important to study.

Total Worker Health® (TWH®) ¹ is a strategy developed by the National Institute for Occupational Safety and Health (NIOSH) that promotes a holistic understanding of the factors that contribute to worker well-being. It recognizes that work is a social determinant of health and that job-related factors can impact the well-being of workers, their families and communities. TWH® targets conditions at work that will not only protect workers, but advance

their health and well-being. Staff and faculty at Lynchburg College have diverse workloads, job demands, and organizational resources that can either enhance or negate their health, safety and well-being. Scientific evidence has shown that work-related factors such as these can contribute to poor health and injury for employees and their families. Studies also show that healthy and safe employees are more productive and happier, resulting in higher return on investment, less healthcare costs for employers and improved quality of life for employees and their families. To foster a culture of Total Worker Health® for LC staff and faculty, it is necessary to understand its current employee health and safety climate.

In the Fall of 2016, an individual survey of 99 questions was distributed to all Lynchburg College staff and faculty and was comprised of questions from the NIOSH Quality of Worklife Module, CDC's Health & Safety Climate Survey (INPUTS™) and CDC's Healthy Days Symptoms Module. Of the total 708 employees (524 who utilize benefits), 128 (78 staff and 50 faculty) responded to the survey. Results pointed to employee concerns and issues related to stress, sleep, pain and discrimination. The current study will distribute a shorter individual survey of 57 questions to LC staff and faculty comprised of some of the key questions from the original survey and will include additional questions related to the issues and concerns revealed in the previous study. Organizationally, in 2016, Human Resources filled out the Center for Disease Control's Worksite Health ScoreCard, but they did not complete The Indicators of Integration Tool, developed by the Harvard School of Public Health Center for Work, Health, and Well-Being. The current study will ask Human Resources and departments involved in employee health and safety to complete The Indicators of Integration Tool. It will be distributed to multiple departments to gain an understanding of how different departments view the level of integration between programs, practices and policies in the context of Total Worker Health.

The purpose of this study is two-fold (1) to further understand the employee health and safety climate and concerns at Lynchburg College and (2) to determine how Total Worker Health™ is or is not embedded in the LC health and safety culture. Results will be used to identify strengths, weakness, gaps, needs and opportunities of LC's employee health and safety climate and shared in the context of Total Worker Health®. This study not only contributes to understanding the workplace setting for staff and faculty at Lynchburg College, but findings also contribute to the emerging knowledge base related to the TWH® approach from the perspective of higher education and academic occupational settings.

Total Worker Health® is defined as “policies, programs, and practices that integrate protection from work-related safety and health hazards with promotion of injury and illness prevention efforts to advance worker well-being.”

2. Participants. Briefly describe the study population (e.g., college students, adults, etc.) and specify the maximum number of participants in your study. Include inclusion and/or exclusion criteria (e.g., age restrictions, health restrictions, etc). Describe any circumstances under which a participant's participation may be ended by the researcher.

All employees, including both staff and faculty, age 18 and older at Lynchburg College will be invited to participate in the individual survey associated with this study. In addition, administrators/leaders from Human Resources, Occupational Safety and Health, Security, Environmental Services and the Physical Plant will be invited to participate in the organizational

survey. Participants must be employed at Lynchburg College at the time of the survey to participate. There will be a maximum of 800 participants for this study. Because this is an online survey, there are no circumstances under which a participant's participation would be ended by the researcher.

3. **Recruitment.** Recruitment is the responsibility of the PI and research team. Explain how you will recruit participants (who will be recruited, how will they be recruited, how they sign up, etc.). If procedures include recruitment via email, specify who will send the recruitment email and to whom it will be sent. Include a copy of the recruitment email at the end of this proposal.

For organizational-level data, subjects from the departments of Human Resources, Security, Occupational Safety and Health, Environmental Services and the Physical Plant will be electronically recruited by the Principal Investigator through emails and recruited through hard copy surveys delivered via campus mail. Other personnel may be recruited per the recommendation of invited participants. A copy of the recruitment email, recruitment letter, informed consent and survey questions are attached.

Individual subjects will be electronically recruited from Lynchburg College staff and faculty by email, which will include informed consent information and a link to completing the survey. Hard copies of the surveys will be made available at common areas in staff departments (e.g. Dining Services, Security, Environmental Services, Physical Plant, Human Resources) or available for pick up in a marked location outside of 136 Thompson Hall. A copy of the recruitment letter will be on the outside of the folder. A copy of the recruitment and reminder emails as well as the informed consent and survey questions are attached. Emails will be managed by principal investigator XXXXXXXX. The proposed schedule for emails is as follows:

Date	Action
Spring 2018 (Initial Email)	Initial blast emails will be sent to "All Faculty", and "All Staff", via Lynchburg College email system. This email will include the informed consent, a link to the survey and information on how to access hard copies of the survey.
Approximately 7 days after the initial email	An email reminder will be sent that includes a thank you to those who have already completed the survey as well as a request to complete the survey for those who have not currently done so. This email will also state that hard copies are available. This email will include the informed consent and a link to the survey and the paper copy will have a copy of the recruitment letter and informed consent document.
Approximately 14 days after the initial email	A final email reminder will be sent that includes a thank you to those who have already completed the survey as well as a request to complete the survey for those who have not currently done so. This email will also state that hard copies are available and how to access those. This email will also include the informed consent and a link to the survey The paper copy will have a copy of the recruitment letter and informed consent document enclosed in the same envelope.

Approximately 21 days after initial email, the survey will close	Survey will be closed at 11:59 pm.
--	------------------------------------

4. **Procedure.** Describe the research methodology and study design (step-by-step details of what will happen to participants in this study), including expected duration (time in a single session, number of sessions, etc.) of participation. Be specific about your procedures for data collection (including whether online or in-person) and describe the data collection materials. Include a copy of all materials (not an external link) at the end of this proposal.

This study uses survey instruments to explore both organizational and individual level factors related to the employee health and safety climate at Lynchburg College. At the organizational level, the project investigator will invite administrators/leaders in departments to fill out either a hard copy or an electronic version through Google Forms of The Indicators of Integration Tool, a survey tool developed by the Harvard School of Public Health Center for Work, Health, and Well-Being. This tool is comprised of 23 questions and will be used to assess the extent to which Lynchburg College has integrated programs, policies and practices related to protecting and promoting worker safety, health, and well-being. This survey tool should take approximately 10 minutes to fill out. Hard copies will be distributed via campus mail to administrators/leaders for the option to fill out the survey via hard copy. A copy of the recruitment letter will be on the outside of the folder. Hard copies can be returned anonymously to the attention of XXXXXX.

At the individual level, the Principal Investigator will distribute the survey to all staff and faculty via an electronic survey option through Google Forms and through hard copy surveys that will be available at common areas in staff departments (e.g. Dining Services, Environmental Services, Security, Physical Plant, Human Resources) or available for pick up in a marked location outside of XXXXXX. A copy of the recruitment letter will be on the outside of the folder. Hard copies can be returned anonymously to the attention of XXXXXX. The survey is comprised of questions from 3 publicly available, standardized questionnaires: the CDC National Healthy Worksite Program Health & Safety Climate Survey (INPUTS™); NIOSH Quality of Worklife Module (Section from the 2010 General Social Survey); and the CDC Healthy Days Symptoms Module from the CDC “Healthy Days Measure” (CDC HRQOL-14). The survey also includes questions adapted from the University of Madison-Wisconsin Study of Faculty Worklife survey and Western Michigan’s University Climate Survey. Questions were combined into one survey and have been slightly modified by removing questions that seemed redundant or were not of interest for this study. There are a total of 57 questions and should take participants approximately 10-15 minutes to complete. All responses are confidential and results will be reported aggregately. There will be no link to individuals’ responses.

Data collection via the electronic survey and hard copy survey will include potentially identifiable information of appointment (staff or faculty), years worked at Lynchburg College and years in current position. No additional potentially personally identifiable information will be asked. Responses to these questions as well as questions from the entire survey will not be linked in any way to the email addresses being used for recruitment purposes, which means that it will not be possible to connect participants with their survey responses.

5. Compensation/Remuneration. Describe whether participants will receive any compensation or remuneration (e.g., \$\$, gift certificates) or token gifts (e.g. candy, stickers), and how they will obtain the compensation. [Note: If participants are paid, the Business Office will require personal information for participants for tax purposes. Details regarding compensation and release of personal information must be included in the consent form.]

Participants will not receive any compensation for participating in this study.

6. Vulnerable populations. Describe whether your study will involve vulnerable populations such as individuals under the age of 18, prisoners, or cognitively, economically, or educationally disadvantaged participants; and describe safeguards planned to protect the welfare of this population.

This study will not involve vulnerable populations or those under the age of 18.

7. Minors. If participants will be minors (under the age of 18) describe the process of obtaining parental/guardian consent and child assent. Include a copy of parental consent form and assent form (not an external link) at the end of the proposal.

Per the informed consent documents the study, potential participants are informed that in order to participate they must be at least 18 years of age or older. Therefore, no participants will be considered minors.

8. Consent. Explain the process (how, when, where) of how consent will be obtained and specify what will be included in the consent form (or verbal consent, when applicable). Explain how you will ensure participants will not feel coerced to participate. If requesting a waiver of documentation of consent, provide a reason for why obtaining signed consent is not appropriate. Include a copy of the consent form (not an external link) at the end of the proposal.

Informed consent information will be distributed to all survey participants for both individual and organizational surveys via the recruitment/reminder emails. Informed consent will be implied upon participants clicking the survey link, proceeding with answering the survey, and clicking on the "Submit" tab to submit responses. For paper copy surveys, the informed consent document will be included with the survey in a closed envelope. Informed consent will be implied by completing the survey and submitting the survey through campus mail or dropping off outside XXXXXX in a marked location. Obtaining signed consent is not appropriate for this study for the purpose of keeping participant responses confidential and not linking personal identifiers to survey results. The informed consent documents for both the electronic and hard copy versions of the survey are attached.

9. Data Safety. Describe the data storage and protection plan (federal guidelines state that data be kept for at least three years). Explain specifically where data will be stored (hard copies and/or electronic) and how it will be protected. Describe how the researchers will maintain the confidentiality of participants' responses.

Data collected through electronic surveys will be housed in the Google Forms database and will be password protected, and under the care of XXXXXX. Once compiled, survey data that has

been exported from the Google Forms database and the hard copy data will be kept for three years in a filing cabinet in a locked room located in XXXXXX under the care of XXXXXX on the Lynchburg College campus. All hard copy data will be stored for 3 years, after which point it will be destroyed.

10. Risks and Benefits. Describe any foreseeable risks and/or discomforts to the participants and explain how these risks will be minimized (e.g. referral to professional, removal from study, etc.). Describe potential direct and indirect benefits of the study (how participants, society, science, etc. will potentially benefit from the findings). These risks and benefits should also be described in the consent form.

There are no foreseeable risks or discomforts to the subjects associated with this study. The intent of this study is to gather information about the health and safety climate at Lynchburg College. This study does not involve intrusive or in-depth questions being asked of participants. Importantly, there will be no link between responses and participants' affiliations with Lynchburg College or their position on campus in a way that would cause concern of vulnerability. Data collection via the electronic survey and hard copy survey do not include personally identifiable questions; however, it will include potentially identifiable information of appointment (staff or faculty) and years worked at Lynchburg College. No additional potentially personally identifiable information will be asked. To further minimize risk of identification; responses to these questions as well as questions from the entire survey will not be linked in any way to the email addresses being used for recruitment purposes, which means that it will not be possible to connect participants with their survey responses. Additionally, all responses will be reported aggregately. However, if participants would like additional information about health and safety resources available at Lynchburg College they may contact the Human Resources Office at humanresources@lynchburg.edu or 434-544-8126. Or if the survey raises any other concerns, participants can contact EAP at 434-845-1246 or 800-645-1246 for free, confidential assistance.

The potential benefits of this study pertain to Academic Society, Lynchburg College, and Study Participants:

Benefits to Academic Society

- Study findings will contribute to the emerging knowledge base related to employee health and safety within a Total Worker Health® context from the perspective of higher education and academia.

Benefits to Community

- Study findings may allow for future collaboration with other institutes of higher education and/or local businesses related to assessing policies, practices, and programs as well as employee perceptions as they relate to health and safety. Doing so will provide the opportunity to address health and safety issues within multiple settings to enhance Total Worker Health®.

Benefits to Lynchburg College

- This study will gather data for Lynchburg College to further understand current policies, practices and programs as well as faculty and staff perceptions as they relate to employee health and safety. Such baseline data can be used to identify needs on campus for health and safety resources. Strengths, weaknesses, opportunities and recommendations related to improving LC's employee health and safety climate were identified in the context of Total Worker Health and developed into a snapshot report for the college.

Benefits to Study Participants

- The health and safety resources that may be shared, modified and/or created as a result of the aforementioned survey may help to enhance the employee health and safety climate at Lynchburg College by increasing knowledge, implementation and utilization of such resources among Lynchburg College faculty and staff.

11. **Ethics Certificates.** Please insert an NIH ethics certificate for ALL research team members here. If any research team member does not have an NIH ethics certificate below, the protocol proposal will be returned to the PI and will need to be resubmitted once all certificates have been added.



Please insert all additional documentation below (include text/images, not external links to documents because reviewers have had difficulty accessing information via external links which delays the review process). If the documentation requested does not apply to your study, please type “not applicable” in the space provided.

Insert Recruitment Email/Oral Script (include text, not links to documents):

Invitation Letter - Electronic Individual Surveys

Dear Faculty and Staff:

You are invited to participate in a survey looking at the employee health and safety climate at Lynchburg College within a Total Worker Health® context. Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

This survey is being conducted of all current faculty and staff to inquire about individual experiences working at Lynchburg College as they relate to health, safety and well-being. The survey should take approximately 10-15 minutes to complete. Results will be used to identify areas where Lynchburg College can improve the health and safety culture experienced by staff and faculty.

Your answers will be 100% confidential and results of the survey will be reported in a summary format so no one can link you to your responses. In addition, results are not linked to your email so you will not be able to be identified.

Please review the informed consent information below. If you agree to participate, please click on the Google Form link at _____ and follow the survey instructions. Hard copies of the survey are also available in the common areas of Dining Services, Environmental Services, Human Resources, Security and the Physical Plant. Informed consent is included and surveys can be returned anonymously through Campus Mail to XXXXXXXX.

Thank you in advance for your participation! It is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXXXXXXX

Invitation Letter - Hard Copy Individual Surveys

Dear Faculty and Staff:

You are invited to participate in a survey looking at the employee perceptions of the health and safety climate at Lynchburg College within a Total Worker Health® context. Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

This survey is being conducted of all current faculty and staff to inquire about individual experiences working at Lynchburg College as they relate to health, safety and well-being. The

survey should take approximately 10-15 minutes to complete. Results will be used to identify areas where Lynchburg College can improve the health and safety culture experienced by staff and faculty.

Your answers will be 100% confidential. Results of the survey will be reported in a summary format so no one can link you to your responses.

Please review the informed consent information in the manila folder. If you agree to participate, please complete the enclosed survey in the manila folder and return it through campus mail to 136 Thompson Hall or Dr. Jenny Hall or by dropping it by a marked location outside of XXXX. Thank you in advance for your participation! It is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXX

1st Reminder Invitation Letter - Electronic Individual Surveys

Dear Faculty and Staff:

If you have already completed the survey on the Employee Health & Safety Climate at LC within a Total Worker Health®* context, thank you!

If you have not yet completed the survey, please consider participating, as your input is valuable and important for this study. The survey should take approximately 10-15 minutes to complete and results will be used to identify areas where Lynchburg College can improve the health and safety culture experienced by staff and faculty.

To proceed with this online survey, please read the informed consent information and click on the Google Forms survey link at [_____](#). Paper copies of the survey are also available in common areas of staff departments (e.g. Dining Services, Environmental Services, Security, Physical Plant, Human Resources) or available for pick up in a marked location located outside the door of XXXXXX.

A reminder that your answers are completely confidential and results will be reported in summary format, so there will be no link to individual responses.

Thank you in advance for your participation! It is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXX

*Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

Final Reminder Invitation Letter -Electronic Individual Surveys

Dear Faculty and Staff:

If you have already completed the survey on Employee Health & Safety Climate at LC within a Total Worker Health®* context, thank you!

If you have not yet completed the survey, please consider participating, as your input is valuable and important for this study. The survey should take approximately 10-15 minutes to complete and results will be used to identify areas where Lynchburg College can improve the health and safety culture experienced by staff and faculty.

To proceed with this online survey, please read the informed consent information and click on the Google Forms survey link at _____. Paper copies of the survey are also available in common areas of staff departments (e.g. Dining Services, Environmental Services, Physical Plant, Human Resources) or available for pick up in a marked location located outside the door of XXXXXXX.

A reminder that your answers are completely confidential and results will be reported in summary format, so there will be no link to individual responses.

This is the last email reminder you will receive regarding this survey. I greatly appreciate your time and participation in this project. It is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXXXXX

*Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

Invitation Letter - Organizational Surveys

Dear _____ (*potential participant name*),

You are invited to participate in a study designed to understand the employee health and safety climate at Lynchburg College within a Total Worker Health context.

Because you are affiliated with an office or organization at Lynchburg College that may play a role in employee health and safety (_____) (*insert office/organization here*), you are invited to complete an organizational survey about current Lynchburg College employee health and safety policies, practices and programs and their level of integration.

To proceed with this online survey, please read the informed consent information and click on the Google Forms survey link at _____. A paper copy of the survey will also be mailed to you via campus mail and can be returned through campus mail to XXXXXX.

Your answers will be 100% confidential and results of the survey will be reported in a summary format so no one can link you to your responses. In addition, results are not linked to your email so you will not be able to be identified.

The survey should take approximately 10-15 minutes to complete and results will be used to identify the extent to which employee health and safety programs, practices and policies at Lynchburg College are integrated.

Thank you in advance for your consideration. Your participation is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXXXXX

*Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

Reminder Email- Organizational Surveys

Dear _____ (*potential participant name*),

If you have already completed the Indicators of Integration survey related to Employee Health & Safety Climate at LC within a Total Worker Health®* context, thank you!

If you have not yet completed the survey, please consider participating, as your input is valuable and important for this study. The survey should take approximately 10 minutes to complete and results will be used to identify the extent to which employee health and safety programs, practices and policies at Lynchburg College are integrated.

To proceed with this online survey, please read the informed consent information and click on the Google Forms survey link at _____. A paper copy of the survey was also mailed to you via campus mail and can be returned through campus mail to XXXXXX.

A reminder that your answers are completely confidential and results will be reported in summary format, so there will be no link to individual responses. Results are also not linked to your email so you will not be able to be identified.

Thank you in advance for your consideration. Your participation is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXXXXX

*Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

Final Reminder Email - Organizational Surveys

Dear _____ (*potential participant name*),

If you have already completed the Indicators of Integration survey related to Employee Health & Safety Climate at LC within a Total Worker Health®* context, thank you!

If you have not yet completed the survey, please consider participating, as your input is valuable and important for this study. The survey should take approximately 10 minutes to complete and results will be used to identify the extent to which employee health and safety programs, practices and policies at Lynchburg College are integrated.

To proceed with this online survey, please read the informed consent information and click on the Google Forms survey link at _____. A paper copy of the survey was also mailed to you via campus mail and can be returned through campus mail to XXXXXX.

A reminder that your answers are completely confidential and results will be reported in summary format, so there will be no link to individual responses. Results are also not linked to your email so you will not be able to be identified.

This is the last email reminder you will receive regarding this survey. I greatly appreciate your time and participation in this project. It is extremely valuable for understanding the employee health and safety climate at Lynchburg College.

Sincerely,

XXXXXXXXXXXX

*Total Worker Health® is an emerging area of research and practice developed by the National Institute for Occupational Safety and Health (NIOSH) that recognizes that job-related factors can impact the health, safety and well-being of workers, their families and communities.

Insert Data Collection Materials (include text, not links to documents):

Total Worker Health Individual Survey

*Survey questions are presented in the order they will appear on both the electronic Google form and hard copy versions of the survey.

Demographics Section

1. What is your employee status?
 - Staff

- Faculty
2. How many years have you been employed at Lynchburg College?
-

Health & Safety Climate Section

3. At this organization, management considers workplace health and safety to be important
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree

4. Overall, how safe do you think the workplace is?



5. Overall, how supportive is your company of your personal health?



6. My employer has provided me with the opportunity to be PHYSICALLY ACTIVE.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

7. My employer has provided me with the opportunity to EAT A HEALTHY DIET.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

8. My employer has provided me with the opportunity to LIVE TOBACCO FREE.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

9. My employer has provided me with the opportunity to MANAGE MY STRESS.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

10. My employer has provided me with the opportunity to WORK SAFELY.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

11. Where I work, employees and management work together to ensure the safest possible working conditions.

- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
12. My organization encourages me to make suggestions about employee safety, health, and well-being.
- Strongly Agree
 - Agree
 - Disagree
 - Strongly Disagree
13. How often do things going on at work make your feel tense and irritable at HOME?
- Never
 - Occasionally
 - Sometimes
 - Often
 - Most of the time
14. How often do things going on at work make you feel tense and irritable on the JOB?
- Never
 - Occasionally
 - Sometimes
 - Often
 - Most of the time

Quality of Worklife Section

15. Which of the following best describes your usual work schedule?
- Day shift
 - Afternoon shift
 - Night shift
 - Split shift
 - Irregular shift/ on-call
 - Rotating shifts
16. In your main job, how are you paid?
- Salary
 - Hourly
 - Other: _____
17. How many days per month do you work extra hours beyond your usual schedule?

18. When you work extra hour on your main job, is it mandatory (required by your employer)?
- Yes
 - No
19. How often do you work at home as part of your job?
- Never
 - A few times a year
 - About once a month
 - About once a week
 - More than once a week
 - Work mainly at home
20. How hard is it to take time off during your work to take care of personal or family matters?
- Not at all
 - Not too hard

- Somewhat hard
 - Very hard
21. How often do the demands of your job interfere with your family or personal life?
- Often
 - Sometimes
 - Rarely
 - Never
22. How often do the demands of your family or personal life interfere with your work on the job?
- Often
 - Sometimes
 - Rarely
 - Never
23. After an average work day, about how many hours do you have to relax or pursue activities that you enjoy?
- _____
24. Thinking about interactions with others in your work environment, how often... (responses are never, rarely, sometimes, often, very often, NA).

are you treated with respect by faculty?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
are you treated with respect by students?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
are you treated by respect by staff?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
are you treated by respect by administrators?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
are you treated by respect by your direct supervisor or person you report to?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
do you feel isolated in your department?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable
do you feel isolated on the LC campus overall?	Never	Rarely	Sometimes	Often	Very Often	Not Applicable

25. I am free from the conflicting demands that other people make of me.
- Very true
 - Somewhat true
 - Not too true
 - Not at all true
26. In your job, how often do you take part with others in making decisions that affect you?
- Often
 - Sometimes

- Rarely
- Never

27. How fair is what you earn on your job in comparison to others doing the same type of work you do?

- Much less than you deserve
- Somewhat less than you deserve
- About as much as you deserve
- Somewhat more than you deserve
- Much more than you deserve

28. Do you feel that the income from your job alone is enough to meet your family's usual monthly expenses and bills?

- Yes
- No

29. To what extent, if at all, have you considered the following as reasons to leave Lynchburg College? (Please circle your response).

To increase your salary?	Not at all	To some extent	To a great extent	Not Applicable
To improve your prospects for tenure or enhance your career in other ways?	Not at all	To some extent	To a great extent	Not Applicable
To find a more supportive work environment?	Not at all	To some extent	To a great extent	Not Applicable
To increase your time to do research/artistic activity?	Not at all	To some extent	To a great extent	Not Applicable
To reduce stress?	Not at all	To some extent	To a great extent	Not Applicable
To improve the employment situation of your spouse or partner?	Not at all	To some extent	To a great extent	Not Applicable
Retirement?	Not at all	To some extent	To a great extent	Not Applicable
To adjust your clinical load?	Not at all	To some extent	To a great extent	Not Applicable
Because of concerns about changes to tenure or employee policies?	Not at all	To some extent	To a great extent	Not Applicable
Because of concerns about budget cuts?	Not at all	To some extent	To a great extent	Not Applicable
Because of concerns about changes to post-tenure or employee review processes?	Not at all	To some extent	To a great extent	Not Applicable
Because of changes associated with the upcoming change to a university?	Not at all	To some extent	To a great extent	Not Applicable

Because of another reason - please share if willing	
---	--

30. Taking everything into consideration, how likely is it you will make a genuine effort to find a new job with another employer within the next year?

- Very likely
- Somewhat likely
- Not at all likely

31. I am proud to be working for my employer.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

32. Overall, I would recommend working with this organization to my family and friends.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree

33. All in all, how satisfied would you say you are with your job?

- Very satisfied
- Satisfied
- Dissatisfied
- Very dissatisfied

34. In the last year, to what extent has each recent or potential changes listed below decreased or increased your enthusiasm for working at Lynchburg College? (Please circle your response)

College to University Name Change	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Budget Cuts	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Department or unit restructuring	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Potential for increased workload	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA

Potential for summer or online teaching	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
New technologies	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Current technology	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Hiring of new staff or faculty	Decreased my enthusiasm a great deal	Decreased my enthusiasm somewhat	Neither increased or decreased my enthusiasm	Increased my enthusiasm somewhat	Increased my enthusiasm a great deal	NA
Other change - please describe if willing						

35. The atmosphere of diversity and inclusion helps me feel like I am valued member of the campus community.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Disagree
- Strongly Disagree

If answer is negative, I feel that I am not valued at Lynchburg College due to my (Please circle all that apply):

Age	Country of Origin	Disability	Employee Status or Classification	Family Responsibilities or Status	Gender	Marital Status
Political Ideology	Race/Ethnicity	Sexual Orientation or Identity	Socioeconomic Status	Status as a Veteran	None of the Above	Other

36. In general, how would you rate your overall experiences of the campus environment at Lynchburg College?

Supportive	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
------------	-------------------	----------	-------------------	----------------	-------	----------------

Hostile	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Fair	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Indifferent	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Welcoming	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Intimidating	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Respectful	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Oppressive	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Open	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Threatening	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Cold	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree
Inclusive	Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree

37. Overall, I receive fair and equitable treatment on campus.

- Strongly Agree
- Somewhat Agree
- Somewhat Disagree
- Disagree
- Strongly Disagree

If answer is negative, I have been treated in an unfair/inequitable manner based on my (Please circle all that apply):

Age	Country of Origin	Disability	Employee Status or Classification	Family Responsibilities or Status	Gender	Marital Status
Political Ideology	Race/Ethnicity	Sexual Orientation or Identity	Socioeconomic Status	Status as a Veteran	None of the Above	Other

38. Do you feel in any way discriminated against on your job because of your age?

- Yes
- No

If answer is yes, I have felt discriminated against because of my age by: (Please choose all that apply)

- Administrator
- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

2. Do you feel in any way discriminated against on your job because of your race or ethnic organization?

- Yes
- No

If answer is yes, I have felt discriminated against because of my race or ethnicity by: (Please choose all that apply)

- Administrator
- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

2. Do you feel in any way discriminated against on your job because of your gender?

- Yes
- No

If answer yes, I have felt discriminated against because of my gender by: (Please choose all that apply)

- Administrator
- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

2. Do you feel in any way discriminated against on your job because of your sexual identity or sexual orientation?

- Yes
- No

If answer is yes, I have felt discriminated against because of my sexual identity or sexual orientation by: (Please choose all that apply)

- Administrator
- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

2. In the last 12 months, were you sexually harassed by anyone while you were on the job?

- Yes
- No

If answer is yes, I was sexually harassed by: (Please choose all that apply)

- Administrator

- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

2. In the last 12 months, have you felt threatened or harassed in any other way by anyone while you were on the job?

- Yes
- No

If answer is yes, I have felt threatened or harassed by: (Please choose all that apply)

- Administrator
- Faculty
- Staff
- Student
- Community member on campus
- Choose not to specify

HEALTH & WELL-BEING

44. Would you say that in general your health is Excellent, Very Good, Good, Fair or Poor?

- Excellent
- Very good
- Good
- Fair
- Poor

45. During the past 12 months, how often have you had trouble going to sleep or staying asleep?

- Very often
- Often
- Sometimes
- Rarely
- Never

46. How often do you find your work stressful?

- Very often
- Often
- Sometimes
- Rarely
- Never

47. How often during the past month have you felt used up at the end of the day?

- Very often
- Often
- Sometimes
- Rarely
- Never

48. In the past 12 months, have you had back pain every day or a week or more?

- Yes
- No

49. In the past 12 months, have you had pain in the hands, wrists, arms, or shoulders every day for a week or more?

- Yes
- No

50. In the past 12 months, how many times have you been injured on the job?

51. Now thinking about your physical health, which includes physical illness and injury, for how many days during the past 30 days was your physical health not good?

52. During the past 30 days, for about how many days did PAIN make it hard for you to do your usual activities, such as self-care, work, or recreation?

53. During the past 30 days, for about how many days have you felt SAD, BLUE, or DEPRESSED?

54. During the past 30 days, for about how many days have you felt WORRIED, TENSE, or ANXIOUS?

55. During the past 30 days, for about how many days did your mental health, which includes stress, depression, and problems with emotions, keep you from doing your usual activities, such as self-care, work, or recreation?

56. During the past 30 days, for about how many days have you felt you did NOT get ENOUGH REST or SLEEP?

57. During the past 30 days, for about how many days have you felt VERY HEALTHY AND FULL OF ENERGY?

Total Worker Health Organizational Survey

The following is a list of actions or policies that Lynchburg College can put in place to create a safer and healthier workplace. To the best of your knowledge and understanding, please read the action and select the number on a scale from 0 to 2, to indicate whether each item is absent =“0” (Does not exist, does not apply, is unknown, or is not implemented at all), partially adopted = “1”, or fully achieved =“2” at Lynchburg College.

	Absent (Does not exist, does not apply, is unknown or not implemented at all)	Partially Adopted	Fully Achieved
Organizational Leadership and Commitment			
1. Top management expresses its commitment to a workplace culture and environment that supports employee health.	0	1	2
2. Both worker and worksite health are included as part of the organization’s mission.	0	1	2
3. Senior leadership allocated adequate human and financial resources to implement programs to promote and protect worker health.	0	1	2

Coordination Between Health Protection and Health Promotion			
4. Decision making about policies, programs and practices related to worker health is coordinated across departments, including those responsible for occupational safety and health and those responsible for worksite wellness.	0	1	2
5. Processes are in place to coordinate and leverage interdepartmental budgets allocated toward both worksite wellness and occupational safety and health.	0	1	2
6. Efforts to promote and protect worker health include both policies about the work organization and environment, and education and programs for individual workers.	0	1	2
Processes for Accountability and Training			
7. Program managers responsible for worksite wellness and occupational safety and health are trained to coordinate and implement programs, practices and policies for both worksite wellness and occupational safety and health.	0	1	2
8. Operations managers are trained to ensure employee health through coordination with and support for occupational safety and health and worksite wellness.	0	1	2
9. Job descriptions for staff responsible for worksite wellness and occupational health and safety include roles and responsibilities that require interdepartmental collaboration and coordination of worksite wellness and occupational safety and health programs, policies and practices.	0	1	2
10. Performance metrics for those responsible for worksite wellness and occupational safety and health include success with interdepartmental collaboration and coordination of worksite wellness and occupational safety and health programs, policies and practices.	0	1	2
11. Professional development strategies include training and setting goals at performance reviews related to interdepartmental collaboration and coordination and collaboration of workplace wellness and occupational safety and health programs, policies and practices.	0	1	2

12. Worksite wellness and occupational safety and health vendors have the experience and expertise to coordinate with and/or deliver approaches that support the coordination and collaboration of workplace wellness and occupational safety and health efforts.	0	1	2
Coordinated Management and Employee Engagement Strategies			
13. Both managers and employees are engaged in decision-making about priorities for coordinated worksite wellness and occupational safety and health programs, policies and practices.	0	1	2
14. Joint worker-management committees addressing worker and worksite health reflect both worksite wellness an occupational safety and health.	0	1	2
15. Workers are actively engaged in planning and implementing worksite wellness and occupational safety and health programs and policies.	0	1	2
Benefits and Incentives to Support Workplace Health Promotion & Protection			
16. Incentives are offered to employees to complete activities to stay healthy (e.g. attend a training on health/safety), reduce their high risk behavior (e.g. quit smoking), and/or practice healthy lifestyles (e.g. gym membership discounts).	0	1	2
17. Incentives are offered to managers who protect and promote health (e.g. accomplish health and safety in their departments and encourage reporting of hazards, illnesses, and injuries, and near misses; lead and encourage their employees in health promotion and protection efforts).	0	1	2
18. Workplace benefits exist that address health, safety, and well-being (e.g. health care coverage, flex-time, paid sick leave, screening and prevention coverage, wellness opportunities)	0	1	2
Integrate Evaluation and Surveillance			
19. The effects of worksite wellness and occupational safety and health programs are monitored jointly.	0	1	2

20. Data related to employee health outcomes are integrated within a coordinated system.	0	1	2
21. High-level indicator reports (e.g., “dashboards”) on integrated programs are presented to upper level management on a regular basis, while protecting employee confidentiality.	0	1	2
Comprehensive Program Content			
22. The content of educational programs, such as classes, online courses or webinars, or toolbox talks, addresses potential additive or synergistic risks posed by exposures on the job and risk-related behaviors.	0	1	2
23. The content of educational programs, such as classes, online courses or webinars, or toolbox talks, acknowledges the impact of job experiences and the work environment on successful health behavior change.	0	1	2

http://centerforworkhealth.sph.harvard.edu/sites/default/files/safewell_guidelines/IndicatorsOfIntegration.pdf

Insert Consent Document(s) (include text, not links to documents):

Informed Consent Agreement - Individual Electronic Survey

Please read this consent agreement carefully before you decide to participate in the research study.

Project Title: Further Understanding the Lynchburg College Employee Health & Safety Climate within a Total Worker Health® Context

Purpose: The purpose of this research study is to gather data from Lynchburg College staff and faculty to further understand the current employee health, safety and wellness climate and within a context of Total Worker Health.

Participation: You are being asked to participate this study’s survey because you are a staff member or faculty member who is affiliated with Lynchburg College during the Spring 2018 semester and are 18 years of age or older. This survey will take place using Google Forms. You will be asked to accurately respond to survey questions provided via the Google Forms link provided. For your convenience you will receive a reminder email in approximately 1 and 2 weeks from this email.

Time Required: Your participation is expected to take approximately 10-15 minutes and should be completed in one session.

Risks & Benefits: There are no foreseeable risks associated with this study. However, if you would like additional information about health and safety resources available at Lynchburg College you may contact the Human Resources Office at humanresources@lynchburg.edu or 434-544-8126. Or if the survey raises any other concerns, you can contact EAP at 434-845-1246 or 800-645-1246 for free, confidential assistance. This study is expected to benefit society by contributing to the emerging knowledge base related to employee health and safety within a Total Worker Health ® context from the perspective of higher education. In addition, this study is expected to benefit you by providing Lynchburg College recommendations to modify and/or create health and safety resources that will enhance the employee health and safety climate and by increasing knowledge and utilization of such resources among faculty and staff at Lynchburg College.

Compensation: You will not receive any form of compensation for participating in this study.

Voluntary Participation: Please understand that participation is completely voluntary. By clicking on the Google Forms link provided you are providing implied consent to voluntarily participate in this research study. You have the right to refuse to participate and/or not answer any question(s) for any reason, without penalty. If you choose not to answer a particular survey question simply click the next button to move on to the remaining survey questions. You also have the right to withdraw from the research study without penalty prior to completion of the study (as acknowledged by clicking on the “submit” button). In order to withdraw from the study and not have any of your responses submitted simply close the internet browser without clicking on the “submit” button at the end of the survey.

Confidentiality: Your individual privacy will be maintained throughout this study by members of the research team. In order to preserve the confidentiality of your responses, listserv emails (not individual emails) are being used to recruit participants, individual’s email addresses will not be stored with participant responses, and no other personally identifiable information is being asked as part of the survey itself. Research data will be kept for three years in a filing cabinet in locked room located in XXXXXX under the care of XXXXXXXX on the Lynchburg College campus.

Whom to Contact with Questions: If you have any questions or would like additional information about this research, please contact XXXXXX at XXXXXXXX. The Lynchburg College Institutional Review Board (IRB) for Human Subjects Research has approved this project. This IRB currently does not stamp approval on the informed consent/assent documents; however, an approval number is assigned to approved studies – the approval number for this study is **INSERT NUMBER**. You may contact the IRB Director through the Office of the Associate Dean for Academic Affairs at Lynchburg College at 434.544.8327 or irb-hs@lynchburg.edu with any questions or concerns related to this research study.

Agreement: I understand the above information and have had all of my questions about participation in this research study answered. By clicking on the Google Forms link below I voluntarily agree to participate in the research study described above and verify that I am 18 years of age or older.

If you agree with the above informed consent, please proceed to the survey via the link below.
LINK

Informed Consent Agreement - Individual Hard Copy Survey

Please read this consent agreement carefully before you decide to participate in the research study.

Project Title: Further Understanding the Lynchburg College Employee Health & Safety Climate within a Total Worker Health® Context

Purpose: The purpose of this research study is to gather data from Lynchburg College staff and faculty to further understand the current employee health, safety and wellness climate and within a context of Total Worker Health.

Participation: You are being asked to participate this study's survey because you are a staff member or faculty member who is affiliated with Lynchburg College during the Spring 2018 semester and are 18 years of age or older. This survey will take place using Google Forms. You will be asked to accurately respond to survey questions provided via the Google Forms link provided. For your convenience you will receive a reminder email in approximately 1 and 2 weeks from this email.

Time Required: Your participation is expected to take approximately 10-15 minutes and should be completed in one session.

Risks & Benefits: There are no foreseeable risks associated with this study. However, if you would like additional information about health and safety resources available at Lynchburg College you may contact the Human Resources Office at humanresources@lynchburg.edu or 434-544-8126. Or if the survey raises any other concerns, you can contact EAP at 434-845-1246 or 800-645-1246 for free, confidential assistance. This study is expected to benefit society by contributing to the emerging knowledge base related to employee health and safety within a Total Worker Health® context from the perspective of higher education. In addition, this study is expected to benefit you by providing Lynchburg College recommendations to modify and/or create health and safety resources that will enhance the employee health and safety climate and by increasing knowledge and utilization of such resources among faculty and staff at Lynchburg College.

Compensation: You will not receive any form of compensation for participating in this study.

Voluntary Participation: Please understand that participation is completely voluntary. By completing and submitting the hard copy survey through campus mail or by submitting the survey to the designated drop off location on campus, you are providing implied consent to voluntarily participate in this research study. You have the right to refuse to participate and/or answer any question(s) for any reason, without penalty. If you choose not to answer a particular survey question simply leave the question blank and move on to the remaining survey questions. You also have the right to withdraw from the research study without penalty prior to completion of the study (as acknowledged by submitting the hard copy survey through campus

mail or to the designated drop off location on campus). In order to withdraw from the study and not have any of your responses submitted simply stop taking the survey, dispose the survey and do not submit the survey through campus mail or at the marked drop off location.

Confidentiality: Your individual privacy will be maintained throughout this study by members of the research team. In order to preserve the confidentiality of your responses, listserv emails (not individual emails) are being used to recruit participants, individual's email addresses will not be stored with participant responses, and no other personally identifiable information is being asked as part of the survey itself. Research data will be kept for three years in a filing cabinet in locked room located in XXXXXXXX under the care of XXXXXXXX on the Lynchburg College campus.

Whom to Contact with Questions: If you have any questions or would like additional information about this research, please contact XXXXXXXX at XXXXXXXX. The Lynchburg College Institutional Review Board (IRB) for Human Subjects Research has approved this project. This IRB currently does not stamp approval on the informed consent/assent documents; however, an approval number is assigned to approved studies – the approval number for this study is INSERT NUMBER. You may contact the IRB Director through the Office of the Associate Dean for Academic Affairs at Lynchburg College at 434.544.8327 or irb-hs@lynchburg.edu with any questions or concerns related to this research study.

Agreement: I understand the above information and have had all of my questions about participation in this research study answered. By submitting the hard paper copy through campus mail XXXXXXXX, to the attention of XXXXXXXX or at the labeled location outside XXXXXXXX, I voluntarily agree to participate in the research study described above and verify that I am 18 years of age or older.

If you agree with the above informed consent, please proceed by completing the hard copy survey enclosed in this envelope and return your completed survey through campus mail to the attention of XXXXXXXX or drop off in the labeled location outside XXXXXXXX.

Informed Consent Agreement - Organizational Electronic Survey

Please read this consent agreement carefully before you decide to participate in the research study.

Project Title: Further Understanding the Lynchburg College Employee Health & Safety Climate within a Total Worker Health® Context

Purpose: The purpose of this research study is to gather baseline data for the Lynchburg College campus community to understand the current employee health, safety and wellness climate.

Participation: You are being asked to participate in this study because you are affiliated with an office or organization on the Lynchburg College campus that may play a role in employee health and safety during the Spring 2018 semester and are 18 years of age or older. This survey will take place using Google Forms or through a hard copy version sent to you through campus mail.

You will be asked to respond to survey questions provided via the Google Forms link provided or on the hard copy version related to current LC health and safety policies, practices and programs for faculty and staff.. For your convenience you will receive a reminder email in approximately 1 and 2 weeks from this email.

Time Required: Your participation is expected to take approximately 10 minutes and should be completed in one session.

Risks & Benefits: There are no foreseeable risks associated with this study. However, if you would like additional information about health and safety resources available at Lynchburg College you may contact the Human Resources Office at humanresources@lynchburg.edu or 434-544-8126. Or if the survey raises any other concerns, you can contact EAP at 434-845-1246 or 800-645-1246 for free, confidential assistance. This study is expected to benefit society by contributing to the emerging knowledge base related to employee health and safety within a Total Worker Health ® context from the perspective of higher education. In addition, this study is expected to benefit you by providing Lynchburg College recommendations to modify and/or create health and safety resources that will enhance the employee health and safety climate and by increasing knowledge and utilization of such resources among faculty and staff at Lynchburg College.

Compensation: You will not receive any form of compensation for participating in this study.

Voluntary Participation: Please understand that participation is completely voluntary. You have the right to refuse to participate and/or answer any question(s) for any reason, without penalty. You also have the right to withdraw from the research study without penalty.

Confidentiality: Your individual privacy will be maintained throughout this study by members of the research team. In order to preserve the confidentiality of your responses, all survey answers are organizational level data and no individual or personal data will be asked from you. Research data will be kept for three years in a filing cabinet in locked room located in 136 Thompson Hall under the care of Jennifer Hall on the Lynchburg College campus.

Whom to Contact with Questions: If you have any questions or would like additional information about this research, please contact XXXXXX at XXXXXXX. The Lynchburg College Institutional Review Board (IRB) for Human Subjects Research has approved this project. This IRB currently does not stamp approval on the informed consent/assent documents; however, an approval number is assigned to approved studies – the approval number for this study is **INSERT NUMBER** You may contact the IRB Director through the Office of the Associate Dean for Academic Affairs at Lynchburg College at 434.544.8327 or irb-hs@lynchburg.edu with any questions or concerns related to this research study.

Agreement: I understand the above information and have had all of my questions about participation in this research study answered. By clicking on the Google Forms link I voluntarily agree to participate in the research study described above and verify that I am 18 years of age or older. If submitting the hard paper copy I voluntarily agree to participate in the research study described above and also verify that I am 18 years of age or older. I agree to return the hard copy

survey through campus mail XXXXXXI, to the attention to XXXXX or at the labeled location outside XXXXXXX.

Insert Other Documentation as needed (e.g. recruitment flyer, equipment, etc.):

Not applicable

SAMPLE