



Total Worker Health Team By-Laws

I. The Total Worker Health Team

II. Mission Statement / Vision Statement

Lincoln Airport Authority strives to provide a high quality well balanced workplace through the use of the Total Worker Health model to achieve employee total well-being. We demonstrate our commitment to our employee's through a safe, healthy, and supportive workplace.

III. Objectives

1. The Total Worker Health Team (TWHT) shall be comprised of a cross-departmental group of Airport Team Members who will typically meet every other month and as needed.
 - The purpose of the TWHT is to promote a culture of (health protection & promotion) Total Worker Health for our Airport Team Members. It will foster a spirit of common purpose and vision, while furthering the core values and mission of the Airport.

Also, it shall be understood that the Advisory Council and/or Executive Team carefully weighs the advice and recommendations of the TWHT regarding plans, programs and policies affecting the Airport Team Members.

In pursuit of its purpose the TWHT will:

- Work with Airport departments to embrace new concepts and programs
 - Provide input to the Advisory Council regarding new challenges and opportunities and the support needed to address these.
 - With the support of the Advisory Council, guide the planning of new programs and Airport policies while incorporating each of the following six (6) Total Worker Health Elements: Physical, Intellectual, Social, Spiritual, Emotional & Occupational.
 - Promote the exchange of ideas and open communication with all Airport Team Members.
 - Promote health protection & health promotion by encouraging Airport Team Members to participate and be engaged.
2. Authority & Responsibility
 - The TWHT may not set Airport policy but shall make recommendations to the Advisory Council.

- The TWHT may not set an annual operating plan without the consent of the Advisory Council.
- The Advisory Council will be available to answer questions and provide direction as needed.

IV. Membership Eligibility

- All Airport Team Members in good standing are eligible to participate on the TWHT.

1. Organization

General Composition: The TWHT will consist of no more than six (6) members. One or two members are appointed Chair or Co-Chair the other members of the team shall be affirmed as committee members and uphold the TWHT roles.

- TWHT Representatives:
 - Operations Specialist is appointed
 - Members of the TWHT will consist of a cross-departmental representation including a delegate from each department; Administration, Police, Customer Service, Facilities & Maintenance.
- All Airport Team Members will receive a list of current TWHT members.
- Advisory Council consists of the Deputy Director Operations & Administration.
- Executive Team consists of the Executive Director and all Deputy Directors.

2. Term of Service

Beginning on April 1, 2015 and ending December 31, 2015, the TWHT will be led by two (2) Co-Chairs. One Co-Chair will serve a two (2) year term and the other a one (1) year term. The Co-Chair serving the 2 year term will become the Chair in the second year while the other Co-Chair's term will expire.

A term expires at the close of business on the last day of applicable calendar year. In addition, the TWHT Past Chair will agree to stay on the committee for an additional year in order to promote continuity.

Initial representatives of the TWHT will be appointed to a term of either two (2) years or one (1) year and would be available to serve one consecutive term. Thereafter, all new terms shall be for two (2) years and representatives may not serve consecutive terms.

A one-year waiting period is required between each term except for the Operations Specialist whose job description/function aligns with the purpose of the TWHT. The Operations Specialist will have no term limit.

In the event any TWHT member is unable to fulfill their full term, the seat will remain vacant until that term was scheduled to expire. In the event that the TWHT Chair seat is vacated, one of the Advisory Council would manage the role until the position is filled by TWHT member.

All members shall be assigned by the Chair or Co-Chair of the TWHT with input and counsel from the Advisory Council.

V. Meetings

- All TWHT members are required to make a concerted effort to attend as many meetings as possible to create a cohesive TWHT.
- Agenda – To promote efficient use of meeting time, the TWHT Chair or Co-Chair will provide, no later than 1 day prior to each scheduled meeting, a copy to the Advisory Council for review. Copies of the agenda will be distributed during each TWHT meeting.
- Minutes – Minutes of meetings will be distributed to all Airport Team Members in pdf format & then posted to the ADP Portal within 2 days of a committee meeting by an Administration department representative.
- Task Forces – The TWHT may periodically form special task forces of one or more members to gather information and data on topical subjects, such as the Governor’s Award, Wellness Made Simple Program, Near Miss Reporting Program, etc.
- Expenses – Any budgetary requests or expenses need prior approval by the Advisory Council.
- Annual Operating Plan Meeting – Chair or Co-chairs are expected to coordinate this effort with the Advisory Council support & TWHT members input.

VI. Total Worker Health Team Performance Pledge

By signing a copy of these by-laws, TWHT members will commit to:

- Prioritizing job responsibilities, including TWHT responsibilities, to ensure all work is completed in a timely manner.
- Engaging in meetings with regular attendance.
- Living and promoting a healthy lifestyle for all Airport Team Members to foster a supportive environment.
- Participating in at least 2 health promotion & protection related activities or events during the calendar year.
- Gathering information, ideas and reactions from fellow Airport Team Members to share at TWHT meetings in order to learn from experience & drive health protection & promotion efforts.
- Surveying Airport Team Members on important issues or for important information.
- Advocating for all health promotion & protection related activities.
- Communicating these efforts to all Airport Team Members.

In addition to the above, Chair or Co-Chairs will commit to:

- Submitting an annual operating plan to the Advisory Council which includes:

- Budgets request by February 1st
- Campaign timeline by September 1st
- A plan to address the key risks identified in annual health screenings & health risk assessment, incident reports & workers compensation loss runs.
- Develop appropriate interventions which incorporate each of the six (6) Total Worker Health Elements.

VII. Amendments

These by-laws can be amended by a majority vote taken at any scheduled TWHT meeting. Upon majority approval by the TWHT, a request to amend said by-laws shall be submitted to the Advisory Council for consideration and approval if appropriate.