



**BE SUPER**  
IN CONSTRUCTION



BE SUPER IN CONSTRUCTION

# User Guide



*BeSuper! in Construction is a toolkit developed by the Oregon Healthy Workforce Center (OHWC) housed within The Oregon Institute of Occupational Health Sciences at OHSU*

The Be Super in Construction program was developed by a team of seasoned researchers at the Oregon Healthy Workforce Center (OHWC), a NIOSH Center of Excellence in Total Worker Health®. OHWC is a part of the Oregon Institute of Occupational Health Sciences, a free-standing research institute at OHSU. Our researchers' expertise in collecting, analyzing, and interpreting data is yours to benefit from in this toolkit.

This program was tested with 35 construction workers across four commercial construction companies, which resulted in important improvements in safety, health, and well-being (Anger et al., 2018). Funding for BeSuper! was provided by the National Institute for Occupational Safety and Health (NIOSH; grant: U19OH010154)

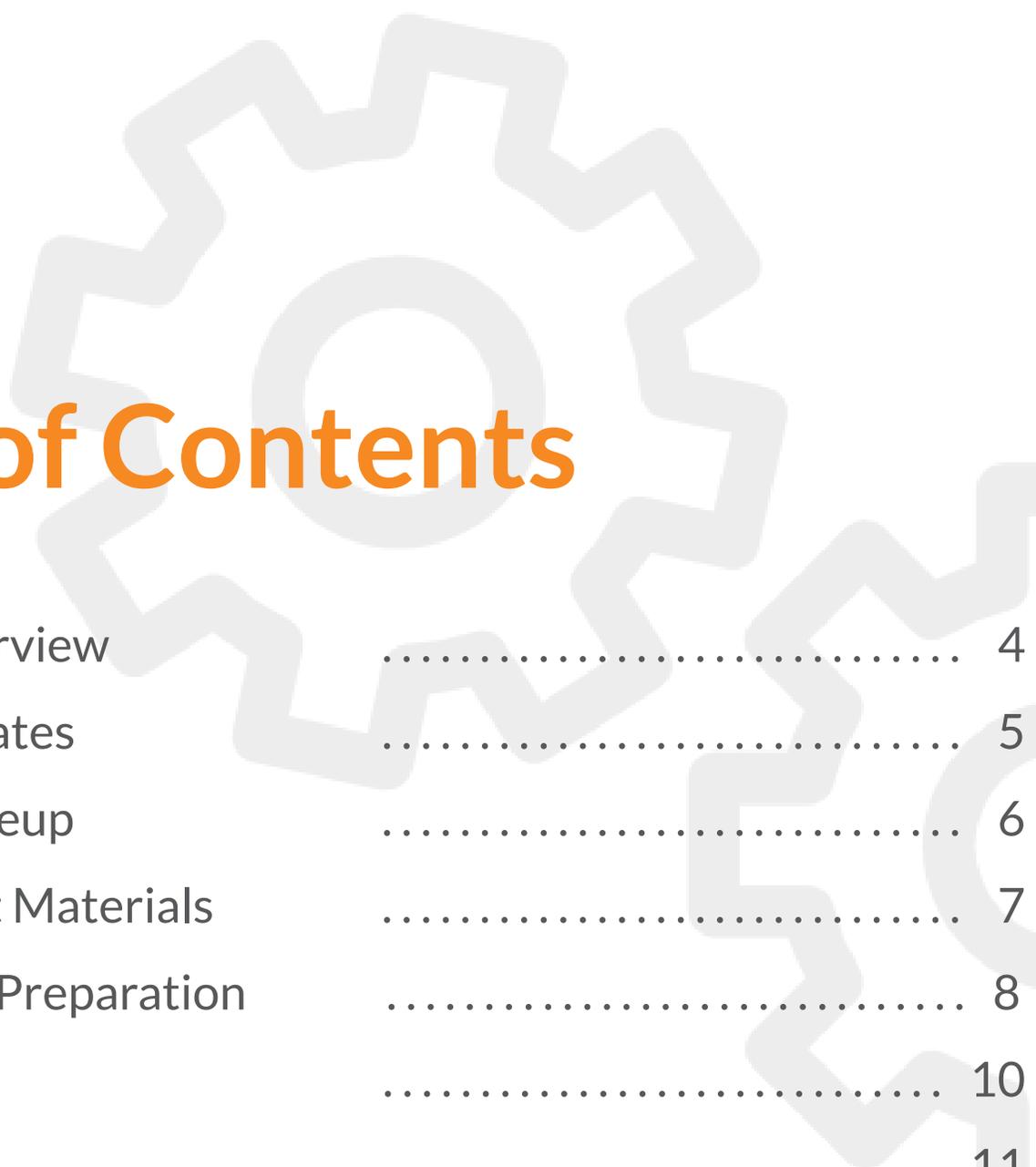
### ***Acknowledgements***

Oregon Healthy Workforce wishes to acknowledge and thank the following partners in research, development, communication and dissemination of the Be Super in Construction program: InLine Commercial Construction, Fortis Construction, General Sheet Metal, and Mortenson Portland; Kent Anger, Katie Vaughn, Magali Blanco, Jason Kyler-Yano, Helen Schuckers, and Holly Larsen.

Effectiveness of Total Worker Health; W.K. Anger, D.L. Elliot, T. Bodner, R. Olson, D.S. Rohlman, D.M. Truxillo, K.S. Kuehl, L. Hammer, D. Montgomery. (2015). Effectiveness of Total Worker Health Interventions J. Occup. Health Psychol. 20,pp 226-247. <https://www.ncbi.nlm.nih.gov/pubmed/27240022>

Anger, W.K., Kyler-Yano, J., Vaughn, K., Wipfli, B., Olson, R., Blanco, M. (2018). Total Worker Health® intervention for construction workers alters safety, health, well-being measures. Journal of Occupational and Environmental Medicine, doi: 10.1097/JOM.0000000000001290. <https://www.ncbi.nlm.nih.gov/pubmed/29389813>

NwETA, LLC is the company that collaborates with OHSU in the offering of the trainings in this toolkits. OHSU has a financial interest in this company and Dr. Anger, who is the Director of the Oregon Healthy Workforce Center at OHSU, is the company's President. If you would like more information about this, please contact the OHSU Integrity Department at (503) 494-8849 or [integrity@ohsu.edu](mailto:integrity@ohsu.edu).



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# Construction safety and health begins with the right tools.

## Introducing Be Super in Construction

Be Super in Construction is a three-month (30 minutes/week + 90 minutes 1 time for supervisors) safety, health and well-being program designed specifically for the unique needs of the construction industry, its supervisors, and employees. Extensively researched and studied, this four-part program supports behavior change in three specific areas:

1. Communication and positive interactions between construction industry supervisors and employees
2. Tools for supervisors to support employee safe work practices and a healthy lifestyle
3. Healthy lifestyle knowledge and practices

This guide will help you set up and run the BeSuper program on your own. You will find easy access to all the materials, in both English and Spanish for all employees and supervisors, and know how to use them.

A photograph of construction workers wearing hard hats and safety vests, standing on a construction site. In the background, a tall building under construction is visible against a blue sky. The workers are seen from behind, looking towards the building.

“I enjoyed participating ...  
it made me more aware of  
being a good role model to  
fellow co-workers.”

Mary Browne, InLine CC

# WHO PARTICIPATES

Whether you have a small business or a large organization, everyone can participate. The program requires three specific roles - the facilitator, the supervisor, and the employee.



## **FACILITATOR**

This person is a champion for the program. They may work in the field or in an office setting but they need to be the person who is the keeper of the information and a source who understands how the program works. When questions arise, they will have the answer. These are some of the things the facilitator manages:

- Explains the program to supervisors and employees
- Schedules the training with supervisors
- Obtains training license and set-up for user accounts (takes 5 minutes)
- Distributes the action self-tracking cards to supervisors and gives feedback on the number of contacts per week
- Schedules the weekly meetings of the employee teams with supervisor agreement
- Distributes and collects materials, as well as distributing incentives (if offered)
- Check in on team meetings to answer questions



## **SUPERVISORS**

These are your foremen and leaders overseeing site work. They will be the people who arrange a time for employee meetings each week. These are some of the things the supervisor will do:

- Completing online training and self-tracking activity
- Increasing contact with work crew and reinforcing safe and healthy practices
- Participating in Get Healthier lifestyle education card meetings



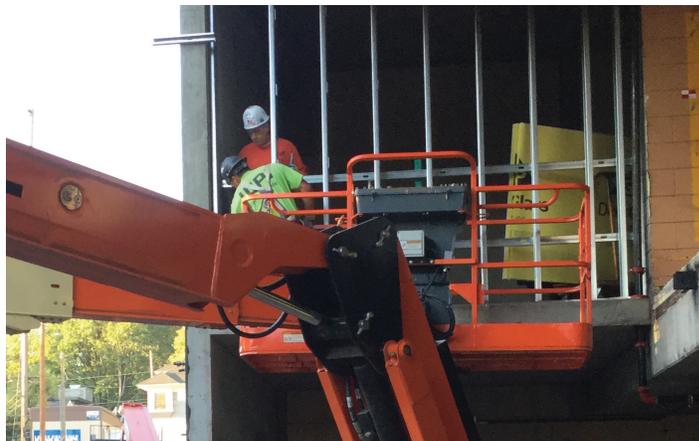
## **EMPLOYEES**

Employees participate in weekly activities in small groups of 3 to 7 people. This is what to expect of employees:

- Gathering and participating in the Get Healthier lifestyle education card meetings and taking turns in the leader role from week to week
- Optional: Complete take home activity pages to support healthy lifestyle changes

Evidence-based research concluded that BeSuper was successful in the following areas:

- More supportive families and supervisors
- Increasing exercise to 30 minutes per day
- Better teamwork amongst employees
- Sleeping more hours
- Reduction of sugary snacks and drinks
- Reduction of systolic blood pressure



## FOUR-PART PROGRAM MAKEUP

1

### **SUPERVISOR TRAINING**

Supervisor training develops supervisor team-building skills and shows how to reinforce desired safe and healthy lifestyle practices. The training is computer-based and takes approximately 90 minutes. This is the only part of the program which has a per-user cost.

2

### **SUPERVISOR TRACKING**

With supervisor action self tracking and management, supervisors use prepared action self-tracking cards. He/she takes approximately five minutes each day to track their actions and interactions with their employees.

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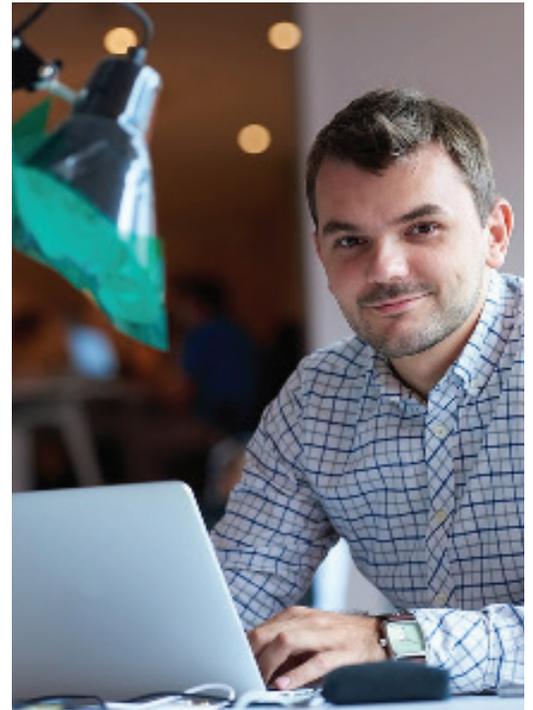
### **GET HEALTHIER EDUCATION CARDS**

Employees use Get Healthier scripted education cards as prompts to open discussions about healthier living in a group setting. Once a week, a lead employee or the supervisor will gather employees for approximately 30 minutes to discuss specific health-related topics.

4

### **EMPLOYEE TAKE-HOME ACTIVITY PAGES**

To further reinforce the discussed health topic, supervisors distribute a Get Healthier take-home activity page to employees each week. This provides voluntary practice activities for the employee in their off hours.



Training helps those promoted to supervision roles to develop their skills in team building, supervision, and communication.

*The scripted Get Healthier cards provide conversation starters for healthy habits learned through group discussion.*

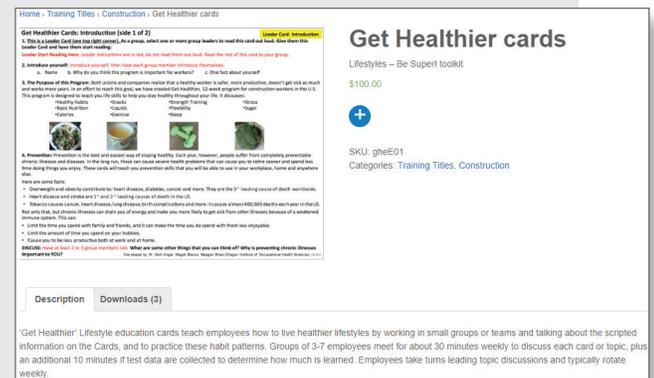
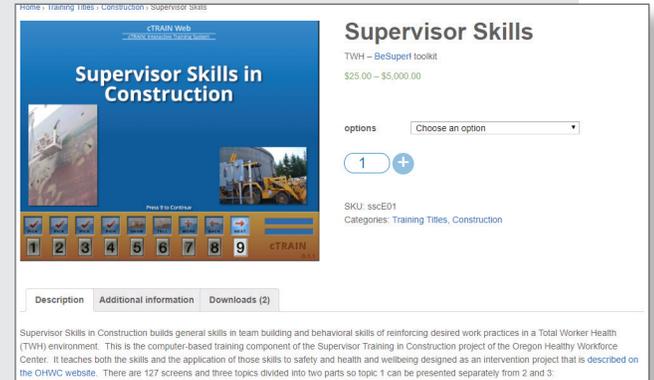
# WHERE TO GET MATERIALS

- 1. SUPERVISOR TRAINING.** Go to [www.nweta.com](http://www.nweta.com) and select “Shop” to purchase the supervisor online training, in English or Spanish. Cost is based on the number of supervisors.
- 2. SUPERVISOR TRACKING.** Go to [www.nweta.com](http://www.nweta.com) and download the Action Self-Tracking Cards in English or Spanish on the same page as the supervisor training or at the back of this userguide.
- 3. EMPLOYEE GET HEALTHIER ACTIVITY.** Go to [www.nweta.com](http://www.nweta.com) “Training titles in construction” to make a one-time purchase and download of the Get Healthier cards in English or Spanish.

## Data Management (optional)

These optional measures of program impact are found on pages 14 to 25. You may ignore them or you can use the measures to demonstrate the results of your program. To obtain the materials for measurement:

- Request access to the Essentials and optional Extended surveys by emailing Anjali Rameshbabu, PhD at [rameshba@ohsu.edu](mailto:rameshba@ohsu.edu).
- Download the Automated Data Management spreadsheet and report form from the OHWC toolkit



# PRE-PROGRAM PREPARATION



## STEP 1: GATHER PROGRAM MATERIALS

- Purchase the computer-based training, and give the link to access training to each supervisor (provided when you purchase the training).
- On nweta.com, purchase and download the Get Healthier cards, take home activity pages, and the action self-tracking cards or an app to track activity.

## STEP 2: TAKE ACTION

### **Meet with Supervisors**

- Meet with the supervisors individually or as a group to describe the program and answer questions.

*Be Super in Construction is a three-month safety, health and well-being program designed for the unique needs of the construction industry, its supervisors, and employees. Extensively researched, this four-part program has been shown in a research study to deliver improvements in safety, health, and wellbeing of employees. Our company has purchased this program and wants to support you and all employees in better safety and health.*

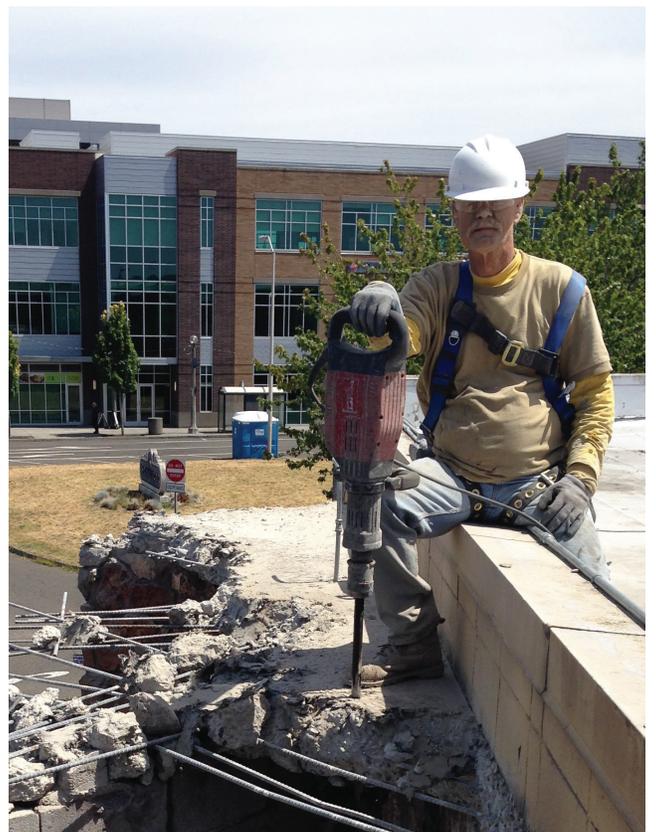
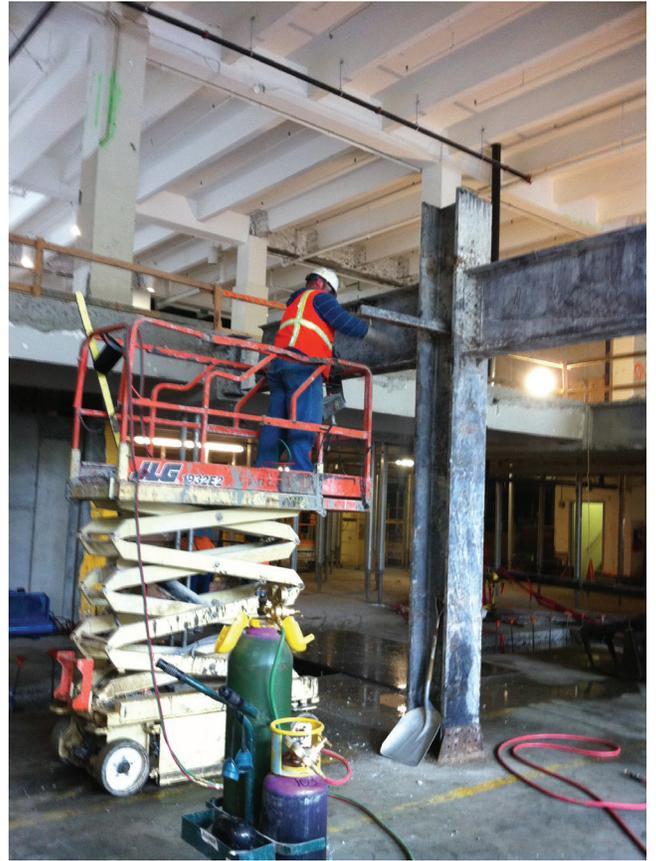
### **Meet with Employees and Supervisors**

- Meet with the employees (including supervisors) as available, typically in groups. Review what the program is and read the following description of the Get Healthier portion of the program.

*Get Healthier is part of the Be Super program. It consists of 12 thirty-minute meetings at which you will read and discuss a Get Healthier card topic in small groups of 3-7 people works best. You can meet anywhere where you can sit together as a group and it is quiet enough to talk. I will provide the cards and explain the process in the first meeting.*

- Make a list of participating employees and the teams they are on (supervisors may be on any team)
- Have the employees select teams they will work in each week (3-7 employees per team)
- Use incentive or reward (e.g. \$20 gift card) when they turn in a completed Take Home Activity, or a way to thank employees based on your company's decision to provide incentives or statements of appreciation

*Process Notes: The BeSuper Program description is usually read to supervisors individually or in a group of supervisors and to employees with supervisors included (supervisors should hear each description twice).*





### STEP 1: GET PREPARED

Download or make copies from the back of this book of the supervisor action self-tracking cards to chart actions (Spanish and English cards available) or an app if you select that approach. Examples of actions tracking apps include Upkeep, Momentum, and Habit-Bull.

### STEP 2: TAKE ACTION

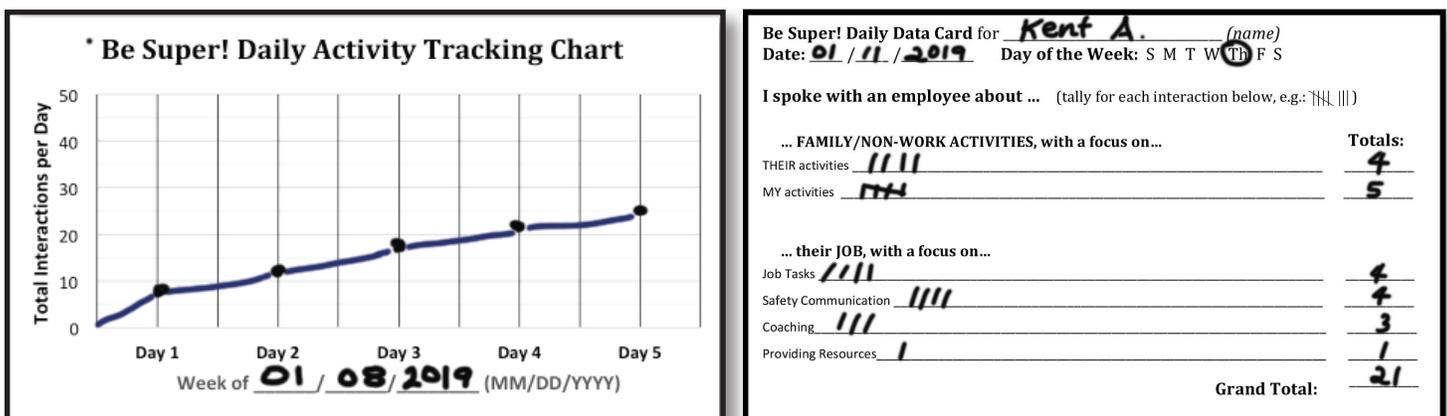
#### Meet with Supervisors

- Distribute the Daily Data action self-tracking cards or the app to the participating supervisors
- Explain to the supervisors that they are to mark an “1” on the card for each time they speak to one of their employees on each day for two weeks (see example card below).
- Collect the Daily Data action monitoring cards each week (all 14 weeks).
- Add up the total actions for each day and add it to the Daily Data Action Self-Tracking Chart (following the instructions on the downloaded page as shown in the example card below).
- Show the chart to each supervisor each week as you add tracking data week by week. Showing the charts to the supervisors are an important part of the intervention - the feedback stimulates action.

**Process Notes:** It is recommended that you show the supervisor how often they contact their employees. The data is recorded for 2 weeks – this is the baseline period. The chart helps the supervisor see if they are being consistent, or not. As the training continues, these data charts show the supervisors how well they are following the direction in the training to increase:

- Contacts (weeks 1-2)
- Safety actions (weeks 3-4)
- Healthy lifestyle actions (weeks 5-12)

## Example of supervisor action self-tracking



How to fill out: Circle number of touches and draw a line to connect the circles at the end of Day 5.



### STEP 1: GET PREPARED

- Obtain the Supervisor Skills in Construction training title from NwETA.com in English or Spanish or both.
- The Supervisor Training is taken on a computer or tablet individually by each supervisor (do not show training on a screen to groups of supervisors).
- Set up a laptop or tablet with “Supervisor Skills in Construction” training for each supervisor, or email them the link (url) to complete on their own computer or tablet.
- The Get Healthier Cards are divided into “Leader Cards” and “Member Cards” in the PDF you downloaded. Print one Get Healthier Leader Card (double sided/front and back) for each team, and print Member Cards for everyone else in each team.
- Print Take Home Activity Pages for everyone (1 per person).
- Pedometer use is described in the Take Home Activity Sheets; pedometers are recommended, but optional.

*Process Notes: Supervisor Skills in Construction online training will take approximately 90-minutes to complete*

### STEP 2: TAKE ACTION

#### *For the supervisors*

- After supervisors complete the online training and the 2 weeks of the action self-tracking cards, the first Get Healthier card meeting will take place

#### *For the employees*

- Welcome each team to the first of 12 Get Healthier Education Sessions.
- Ask for a volunteer to lead the discussion for this week, give the volunteer the “Leader” card, and give the rest of the group the “Member” cards.
- Allow the leader to facilitate the discussion so that you only participate if needed (e.g., leader asks you directly for help, or the group gets stuck). The session is complete when all questions have been read, the answers have been written on the cards by members and the last of the text on the Card is read and the group has had the chance to complete their discussion about the card. This should take about 30 minutes.
- Encourage the group to take the Get Healthier Cards home to talk with their family members about what’s on the cards.
- Thank the group for their participation, provide specific positive feedback (e.g. if a member made a good suggestion).

*Process Notes: Use your list of employee teams to organize your tasks. The Get Healthier teams must be between 3 and 7 people; 4-6 people per group works best*



### STEP 1: GET PREPARED

- Print one Get Healthier Leader Card (double sided-front and back) for each group, and print Member Cards for everyone else in each group, and Take Home Activities pages for each member of each group (1 per person).

Note: The Get Healthier Cards are divided into “Leader Cards” and “Member Cards” in the PDF you downloaded.

### STEP 2: TAKE ACTION

#### For the supervisors

- Meet with each supervisor at the end of each week and collect the action self-tracking cards.
- Discuss the experience and any further actions with management, such as support for safety, health and well-being of the company and it’s workforce. Examples are new safety equipment, or management agreement to a work process change or providing schedule flexibility, or arranging for access to healthier food options.
- Complete the graphs for each supervisor and show it to them by Monday of the following week.
- Meet with each supervisor to discuss the trends in the Action Self-Tracking graphs, and if they have any difficulty speaking with their employees; provide suggestions on how to be more interactive.

#### For the employees

- Collect the completed Take-Home Activity page, review them for completion, and reward (e.g. \$20 gift card when they turn in a completed Take Home Activity) or thank them based on your company’s decision to provide incentives or statements of appreciation.
- Ask for a volunteer to lead the Get Healthier activity discussion for each week. Give the volunteer the “Leader” card, and give the rest of the group the “Member” cards. Remember to read all questions. Allow time for members to discuss the answers, to write their answers on the cards, and to read and discuss everything on the card. Encourage them to write on the cards and take them home to share the information with their family. This should take about 30 minutes.  
ROTATE THE LEADER WEEK TO WEEK.
- When they have completed the discussion, give everyone the Take Home Activity Page that relates to the card discussed in the session.
- Encourage every one to take the Get Healthier Cards home to talk with their family members about what’s on the cards.
- Thank the group for their participation, provide specific positive feedback about their teamwork or the value of the discussion as appropriate.

*Process Notes: The Get Healthier Card discussion should take around 30 minutes*



## STEP 1: GET PREPARED

- Print the week's Get Healthier Leader Card and the appropriate number of Member Cards for the number in each group

## STEP 2: TAKE ACTION

### *For the supervisors*

- Meet with the supervisors individually and ask them what they think of what they have learned and if they want further support to continue the contact and reinforcement activities we asked them to do in the training.
- Discuss the experience and any further actions with management, such as support for safety, health and well-being of the company and its workforce. Examples are new safety equipment, or management agreement to a work process change or providing schedule flexibility, or arranging for access to healthier food options.

### *For the employees*

- Collect completed Take Home Activity Pages and reward (e.g. \$20 gift card) when they turn in a completed Take Home Activity Page or thank them based on your company's decision to provide incentives or statements of appreciation.
- Inform participants that today is the last day of the Get Healthier Lifestyle Education activity.
- You may have a discussion that reflects on participants' experiences in the program including what they learned, how they liked it, and what they will implement in their lives.
- Thank them for their participation in the program and encourage the groups to continue talking about healthy living and for the families to continue discussing the information on the cards.
- Discuss the results of the Get Healthier cards and BeSuper with management and decide on any further actions such as additional education in the area of safety and well-being. Examples may be guidelines about work schedule flexibility, adding a break area with exercise equipment and a vending machine with only healthy food options, convening working groups that include employees and supervisors to discuss safer work processes or simply work flow to increase job control for employees to increase engagement.

*Process Notes: The Get Healthier Card discussion should take around 30 minutes*

# Data Management Guide to Program Evaluation

## (Data Collection and Analysis is Optional)

### Why Would I Collect Data?

- Data will tell you if your supervisors and employees are learning the information in the training and changing their behavior as recommended in the training, by analyzing the data via our DASHBOARD
- Data feedback to supervisors is a powerful motivator for sustaining changes in how they work with their employees
- Feedback to company leadership maintains confidence in the changes that need to be sustained; leadership in turn can recognize and reward supervisors and employees which maintains the changes
- The surveys are standardized in other populations

### How Much Time Will It Take?

#### *Supervisors*

- Data download and Excel data report generation takes less than 10 minutes (learning the program steps may add time to this).
- Action Self-Tracking data on cards takes less than 5 minutes per supervisor per day. This also requires meeting with the supervisors to collect the cards and to show them the feedback in person (emailing feedback can be ineffective) and having brief discussion on how their interactions with employees are going.

#### *Employees (including supervisors)*

- Knowledge data from the Healthy Lifestyle Cards can be collected before and after people complete the 30-minute discussion sessions. The tests take less than 3 minutes to complete (3 before, 3 after). Compiling the test results in an excel spreadsheet takes about 1 minute per employee. Preparation time and time to find the groups to manage the tests depends on how widely they are dispersed.
- Preparation time, and time to find the groups to distribute the Take-Home Activity Pages and the incentives (if applicable) can vary depending on how widely they are dispersed. Review of the Take-Home Activity Pages takes less than 1 minute per Sheet.
- Survey and biomonitoring (weight) data require about 90 minutes for a 3-7 person group at the beginning and end of the program (essentials and optional survey information). Data download takes about 10 minutes per group.

### Who Can Do This?

- No special knowledge is required to collect data. Anyone familiar with using a computer can collect data and generate reports.
- Statistics are generated by our Excel spreadsheets with tips on what terms like 'significance' and 'effect size' mean.

### What Equipment Do I Need?

- Computer
- Printer
- Basic spreadsheet program like Excel

## Data Overview

Data includes:

- Supervisor Training: Pre-training and post-training tests
- Get Healthier Card Knowledge: Pre-training and post-training tests
- Surveys to measure program effectiveness (essentials and extended)

We recommend that you keep any data you collect confidential. To do that, you should give every participant an identification number (ID). Everyone should use their SAME ID (eg, X01) each time they take a test or training or survey so you can enter the data from each employee in the same place in the spreadsheet from week to week.

## Obtain Materials

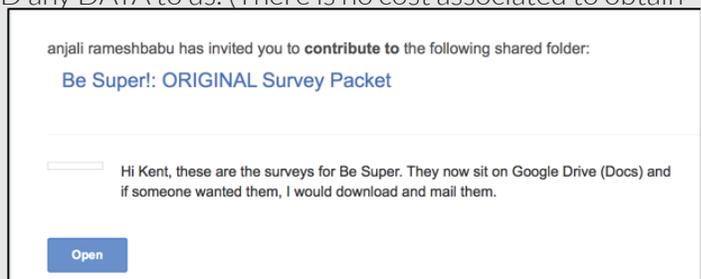
*Data Management: Supervisor Training*

- Download (click) the Data Reports program (free) from [NwETA](#) at the bottom of the cTRAIN eLearning Software pull-down menu.
- The types of data reports and instructions are described on the NwETA page.

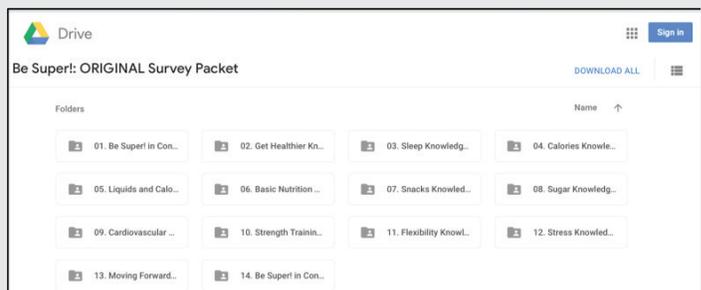
*Data Management: Get Healthier Cards*

- Email the Oregon Healthy Workforce Center Manager, Anjali Rameshbabu, PhD at [rameshba@ohsu.edu](mailto:rameshba@ohsu.edu) to obtain access to the surveys on Google drive (you will need a Google email address)
- Only you will have access to your data - DO NOT SEND any DATA to us. (There is no cost associated to obtain these surveys)

You will get an email with the following information; click on the blue line >>



You will see the following links, one for each Get Healthier card topic and two surveys of program effectiveness, one at the outset of the project (week 1) and one at the end of the project (week 14).



The surveys and tests are set up so that you can take them online on your own Google account established by your email. As security is always changing, you may want to consider security issues regularly (Google's security policies can be seen by clicking a link when you enter Google).

Download the Automated Data Management Spreadsheet and Report from the [OHWC toolkit](#).

## Week 1

# Implementing Data Collection

Week 1 is devoted to the initial or baseline surveys and the initiation of supervisor action tracking

### Setup

As noted in the Guide, create a list of names and ID numbers. Participants will enter the SAME ID NUMBER (eg, X01) EACH TIME; you may need to show participants their ID numbers from time to time.

Set up the “Be Super! Essentials Survey”\* (and optionally the “Be Super! Extended Survey”\*\*) in a browser on laptops or iPads, or in the paper-and-pencil form. (Use one device with the uploaded Google forms survey or one printed survey packet for each participant.)

To prepare the Essentials survey(s) in a web browser on a laptop or iPad, open a web browser, access your Google drive account, select “01. Be Super! In Construction Pre-Program Surveys,” and select “(PRE) Be Super! Essentials Survey.” In the new tab or window that popped up click on the white “SEND” button to the top right of the window, and email a link the survey to yourself. You can now open your email on each device you will use to distribute the survey and open the link you emailed yourself into a browser. This process can be repeated each week for the appropriate survey. The Essentials surveys usually take about 20 minutes; the extended surveys add another 20 minutes.

### Administer Surveys

#### *Pre-program Survey (01)*

Give the first survey (01). Think of it as a baseline measurement. It will take about 90 minutes for people with at least a tenth-grade education in the US or similar countries. It can take considerably longer for participants with less education, but they will be able to complete the survey with help. During or after the end of the survey measure each participant’s weight (you will repeat this at the end of the program using the same scale you use here). More sophisticated measurement devices could be used such as that used in the publication describing this study.\*\*

See the next page for Upload/Enter Data.

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\* Included in the essentials survey(s) are: Demographics (e.g., gender, age, ethnicity), injury and illness (self-reported), pain, job satisfaction, work-to-family conflict, family-to-work conflict, lifestyle (e.g., caffeine, sugary snacks, fast food consumption), global health, exercise, sleep quality, safety compliance, safety participation, motivation for safety compliance, safety climate, family supportive behaviors by supervisors and employees, team cohesion.

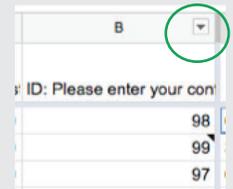
\*\* Included in the extended survey(s) are: Tobacco, Alcohol, encouragement for diet and exercise by family and others, exercise efficacy (feels up to exercise), mental health, life satisfaction.

## Action Tracking Cards Data

Data collected from the Action Self-Tracking cards or software are graphed using your spreadsheet. Instructions are on the sheet with the cards.

## Survey Data

- The surveys will show you if participants are learning about healthy lifestyles from the cards and the discussion.
- After the whole group has completed a session of surveys or knowledge test surveys (e.g., Pre-Program Survey), go into the online survey, and at the top middle of the page, select the "RESPONSES" tab as pictured in the red circle to the right (the number of participants will be next to the word "RESPONSES" in the tab).
- Click on the green button with a white cross at the top right survey window (as seen in the blue circle) and a spreadsheet will pop-up in a new tab/window. This contains all of the data from your survey session.
- The first row contains the numbered questions (e.g., DI3 – "Demographic Information #3," II1 – "Injury and Illness #1," WFC5 – "Work-to-Family Conflict #5") and each row below contains the responses for each participant.
- In this new spreadsheet window, hover your mouse over the right side of the column header that contains the ID numbers (column B) and a down arrow will appear (as seen in the green circle). Click on that arrow. On the subsequent drop down menu, select "Sort sheet A - Z." Your spreadsheet is now sorted in ascending numeric order by ID number or name.
- Download this spreadsheet by going to File > "Download As" then select "Microsoft Excel (.xlsx)." Save the spreadsheet with a file name that describes the group (e.g., "Portland Office Team"), the survey (e.g., "Pre-Program Survey" or "Pre-Program Supplemental Survey") and the phrase "Raw Data."
- Alternatively, going into the "responses" spreadsheet in google sheets automatically creates and saves the spreadsheet in this Google Sheets/Drive format. If you are comfortable with using this format to copy and paste data, feel free to do so as it works well and is convenient.
- Enter the data from each participant.



## Week 2

Week 2 is devoted to collecting baseline supervisor Activity Tracking data, a continuation of week 1.

### Upload/Enter Data

#### *Action Self-Tracking Cards Data*

Data collected from the Action Self-Tracking cards (or software) are graphed in your spreadsheet.

## Week 3

The Supervisor training occurs, and the Get Healthier Card group meetings begin this week.

### Setup

Set up the “Get Healthier” Knowledge Tests (Pre-Test and Post-Test) on an iPad or a computer. Typically the Pre-test can be on one tab and the Post-test on another tab on an iPad. Follow the process to set up for the appropriate survey described in week 1 (Setup).

### Administer Surveys (Tests)

#### *Get Healthier Cards*

Have all participants take the Get Healthier knowledge pre-test (O2) before the cards are distributed. After the Get Healthier card discussion is completed, have all participants take the knowledge post-test.

### Upload/Enter Data

#### *Action Self-Tracking Cards Data*

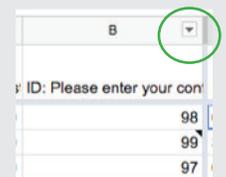
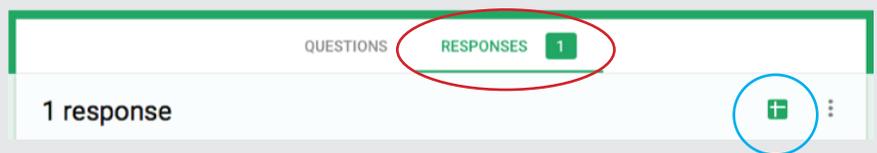
Data collected from the Action Self-Tracking cards (or software) are graphed in your spreadsheet.

#### *Supervisor Training Data*

The pre-training and post-training knowledge tests are part of the cTRAIN supervisor training, although your company may have requested that the pre-tests be eliminated when they set up the account. Reaction (e.g., ‘Did you like the training’) measures are included at the end of the post-training test. Data extraction and reporting are described at the end of this document.

#### *Get Healthier Lifestyle Cards Actions & Data*

- Give the Get Healthier Knowledge pre-training test (O2) before the cards are distributed. After the Get Healthier card discussion is completed, have all participants take the post-test knowledge quiz.
- After all the groups have completed a session of surveys or knowledge test surveys (e.g., Pre-Program Survey), go into the online survey, and at the top middle of the page, select the “RESPONSES” tab as
- pictured in the red circle to the right (the number of participants will be next to the word “RESPONSES” in the tab).
- Click on the green button with a white cross at the top right survey window (as seen in the blue circle) and a spreadsheet will pop up in a new tab/window. This contains all of the data from your survey session.
- In this new spreadsheet window, hover your mouse over the right side of the column header that contains the ID numbers (column B) and a down arrow will appear (as seen in the green circle). Click on that arrow. On the subsequent drop down menu, select “Sort sheet A to Z.” Your spreadsheet is now sorted in ascending numeric order by ID number.
- Enter the data from each participant



# Weeks 4 - 13

The Get Healthier Card group meetings continue in these weeks

## Get Healthier Topics

- Week 4: Sleep
  - Week 5: Snacks
  - Week 6: Liquids and Calories
  - Week 7: Basic Nutrition
  - Week 8: Snacks
- Week 9: Sugar
  - Week 10: Cardiovascular Exercise
  - Week 11: Strength Training
  - Week 12: Flexibility
  - Week 13: Stress

## Setup

Prepare the Pre-tests and Post-tests for the Get Healthier Week on either iPads or computers, or use a paper and pencil option. Follow the process to set up for the appropriate survey described in week 1 (Setup).

On an iPad, this works best if you create a browser tab for the pre-test, and the post-test, and have them both ready with the pre-test showing first, or use a paper-and-pencil option with the two tests on separate pages of paper or the pre test on one side of the page and the post test on the other side.

## Administer Surveys

### Get Healthier Cards

Have all participants take the Get Healthier knowledge pre-test (4-13) before the cards are distributed. After the Get Healthier card discussion is completed, have all participants take the knowledge post-test.

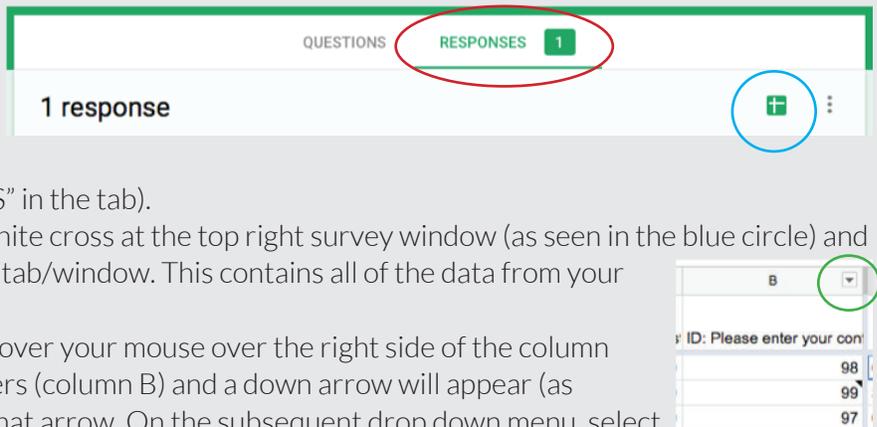
Each post-test also includes a question about participants' average step count. Have participants record this using either their own smartphone apps, fitness trackers, or through a pedometer and average step counts across 4 to 5 days.

The pre- and post-test surveys take about 5 minutes each.

## Data Entry

Enter survey, activity tracking and knowledge test (survey) data in the spreadsheet.

- After the whole group has completed a session of surveys or knowledge test surveys (e.g., Pre-Program Survey), go into the online survey, and at the top middle of the page, select the "RESPONSES" tab as pictured in the red circle to the right (the number of participants will be next to the word "RESPONSES" in the tab).
- Click on the green button with a white cross at the top right survey window (as seen in the blue circle) and a spreadsheet will pop-up in a new tab/window. This contains all of the data from your survey session.
- In this new spreadsheet window, hover your mouse over the right side of the column header that contains the ID numbers (column B) and a down arrow will appear (as seen in the green circle). Click on that arrow. On the subsequent drop down menu, select



## Week 14

Final Get Healthier Card is discussed. Post-test (15 - 20 min) includes questions from all of the health and wellbeing topics discussed throughout the program.

“Sort sheet A to Z.” Your spreadsheet is now sorted in ascending numeric order by ID number.

### Setup

Follow the process to set up for the Going Forward survey (for week 14) described in week 1 (Setup).

### Administer Surveys

#### *Get Healthier Cards*

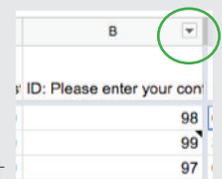
Have all participants take the Get Healthier knowledge pre-training test (4-13) before the cards are distributed. After the Get Healthier card discussion is completed, have all participants take the post-test knowledge test.

Each post-test also includes a question about participants' average step count. Have participants record this using either their own smartphone apps, fitness trackers, or through a pedometer and average step counts across 4 to 5 days.

### Data Entry

Enter survey, action self-tracking and knowledge test data in the spreadsheet.

- After the whole group has completed a session of surveys or knowledge tests (e.g., Pre-Program Survey), go into the online survey, and at the top middle of the page, select the “RESPONSES” tab as pictured in the red circle to the right (the number of participants will be next to the word “RESPONSES” in the tab).
- Click on the green button with a white cross at the top right survey window (as seen in the blue circle) and a spreadsheet will pop-up in a new tab/window. This contains all of the data from your survey session.
- In this new spreadsheet window, hover your mouse over the right side of the column header that contains the ID numbers (column B) and a down arrow will appear (as seen in the green circle). Click on that arrow. On the subsequent drop down menu, select “Sort sheet A to Z.” Your spreadsheet is now sorted in ascending numeric order by ID number.



## Computer-Based Supervisor Training

The DASHBOARD is a spreadsheet that allows you to evaluate the changes in your staff following the intervention by comparing pre- to post-intervention data.

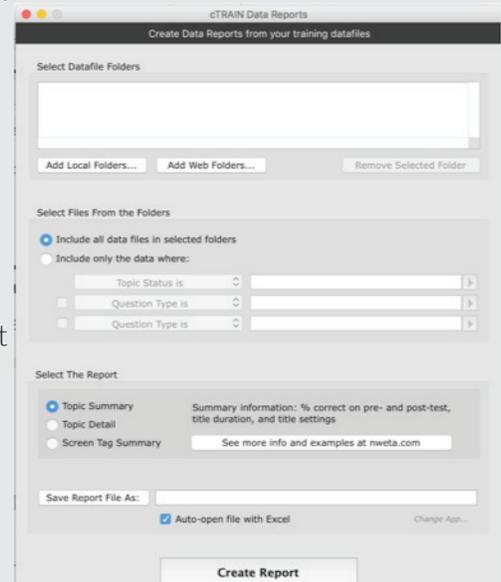
## Get the Tests and Data Collection Software

The pre- and post-tests are automatically included in the computer-based training, although your company may have requested that the pre-tests be eliminated when they set up the account.

Click [Data Reports](#) to obtain the (free) software program that exports the computer-based supervisor training data into an Excel spreadsheet or the spreadsheet program of your choice.

### Supervisor Skills Training (cTRAIN)

- Select the data folder with your data. If you took the training online the data will be in a web folder kept secure under your account name and password (you will have received your account name [company name or email address] and password sent with the license.) Locate the data file if the training was not done online (see [NwETA.com](#) for instructions)
- Right click the file, hover over “open with,” and select “Microsoft Excel” to download a spreadsheet (if you have any problems, see [NwETA.com](#) for instructions).
- From here you can copy and paste the whole row of data into the “cTRAIN I Raw Data” sheet in your DASHBOARD.



### Pre-/Post-Program and Weekly Knowledge Tests (All Platforms)

The data entry process is the same for the digital (iPad or computer) or paper-and-pencil survey.

- Open the appropriate “Raw Data” file that you downloaded (or open your google sheets file), and open the “Essentials (or Extended) DASHBOARD” spreadsheet to the “Be Super! Data Entry Sheet” tab (tabs can be found at the bottom of the Excel window).

NOTE: Before moving forward, take a look at the “Anatomy of the Dashboard” diagram and description on the right for in-depth information on the components of the dashboard and their functions, and return to continue when you are familiar with the dashboard.

- Enter each participants’ ID number into the “ID#” column on the left side of the dashboard in ascending order (e.g., 40, 41, 42, 43, 44, 45) which they should be in once you sort them.
- Identify which survey phase you will be entering data into (e.g., Pre-, Post-, 12Week-, 6Month, 12Month), and for each participant, enter the data from the “Raw Data” spreadsheet into each corresponding variable. For example, for the “Age (DI1)” variable at Pre-Program survey phase, find “DI1” in the appropriate Raw Data file and input it in the row of the appropriate participant ID# and under the “Pre” column. For the variable “DI1” at the “Pre-Program” survey phase, continue this process for each

Participant Name	ID #
Anger, K	X01
Kyler-Yano, J	X02
Vaughn, K	X03
Lillard, D	X04
McCollum, CJ	X05
Crabbe, A	X06
Harkless, M	X07
Turner, E	X08
Ezeli, F	X09
Leonard, M	X10
Plumlee, M	X11
Aminu, AF	X12

participant ID.

NOTE: An alternative and more efficient way to do this is to “Copy” the data for all participants for one variable (e.g., “D1”) in your “Raw Data.” Go into the Data Entry Sheet and find the corresponding variable and measurement period. Then right click in the top cell in that column, select “Paste Special,” and then from the “Paste” menu, select “Values” and hit “OK.” This will paste the alpha-numeric information without including any formatting. Remember to only do this in the white data entry cells as many of the colored cells include special formulas that will be compromised if new data is entered into them. Go slowly and use ctrl+z as necessary!

- The Be Super! Essentials and Extended DASHBOARDS are designed to accommodate data for up to 8 participants. This is because the educational (Get Healthier) program itself is best suited for no more than 8 participants at one time. If you have more than 8 participants, break your group up into two smaller groups with at least 2 in each group, run the Get healthier educational program with each group independently, and duplicate the dashboard so you have one for each group. To combine the two datasets/DASHBOARDS at the end of the program would be very informative and also complex. Contact the Principal Investigator, Dr. Kent Anger at [anger@ohsu.edu](mailto:anger@ohsu.edu) or our Dissemination Specialist at [occhealthsci@ohsu.edu](mailto:occhealthsci@ohsu.edu) to estimate the cost of having your data combined and analyzed by our team of researchers. However, the DASHBOARD does the key calculations for you (see below); many will be able to do this without help.
- Continue this process for the variables that follow, but with slight tweaks for different types of variables. For “short answer” questions, follow the same steps that you did for the “Age” question. For multiple choice questions (where you choose from 2 or more answer options) you will input the number that corresponds to the participants’ selected responses. For example, in “DI2: What is your gender?,” a male would select “1: Male.” When entering this information into the dashboard, you will enter the number “1.” For some items in the Dashboard, there will be special instructions on how to input the data (e.g., Sleep Duration). Follow these instructions exactly.

Download the Automated Data Management Spreadsheet and Report form from the OHWC Toolkit.

# Interpreting the Data Analysis via the DASHBOARD

## Pre-Programmed Analysis Cells:

- As you input the ID numbers of your participants, as well as all of their raw data into the Data Entry Sheet, you will probably notice that the LIGHT BLUE CELLS below the WHITE data entry cells begin to fill themselves with numbers and change as more data is added. This is because these cells are programmed to calculate the “MEAN” (the most widely used type of average), the “STANDARD DEVIATION” or the average spread of the participants’ data, and the “P VALUE” or the significance level of one measurement period compared to another (e.g., Pre-Program compared to Post-Program data). Feel free to enjoy watching them update and change, but do not worry about doing anything to these cells. They are calculating important information that will be useful for you in the Report tabs.
- Below the blue cells, you will also see some ORANGE CELLS that contain “Pre-Programmed Additional Analyses” that transform individual data entry cells in specific ways (for example, using data about how frequently participants drink alcohol to calculate WHETHER or NOT a participant drinks alcohol at all). Calculating the means, standard deviations, and p values of the orange cells are GREEN CELLS. Now, you don’t have to remember or care about any of this, but it will help you to trust the TWH ESSENTIALS Report and TWH EXTENDED Report.

## TWH ESSENTIALS and EXTENDED Reports:

- The TWH ESSENTIALS and TWH EXTENDED Reports put all of the means, standard deviations, and p values from the Data Entry Sheet into a neat color coded package. This color coding occurs in three main columns: “Org. X, Mean or %,” “Your Company Post-Test,” and “P Value.”
- In the first column, if a cell in the “Org. X, Mean or %” column is highlighted in red, that means that your company has a better score on this measure than the comparison group, Org X (some tables do not include this column).
- If a cell in the “Your Company Post-Test” column is highlighted in green, that means that your company improved on that measure from the Pre-Program to Post-Program measurement periods.
- Finally, if a cell in the “P Value” column is highlighted in yellow and outlined in black, that means that this effect is significant. In other words, this effect is reliable and unlikely to be a fluke or the result of chance.

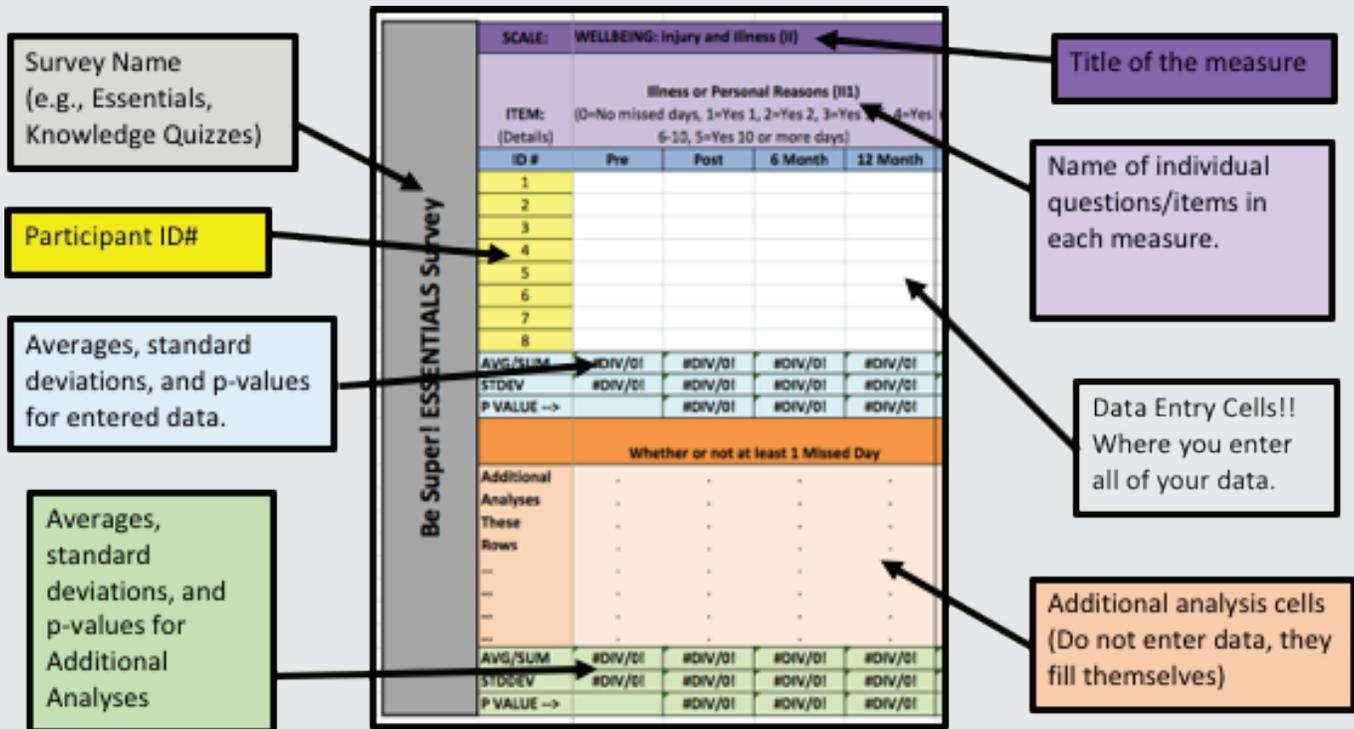
Set up the “Be Super! Essentials Survey (Post-Program),” and optionally the “Be Super! Extended Survey (Post-Program),” surveys onto your iPads, computers, or in paper-and-pencil form, and that you will be taking the same surveys that we took at the beginning of the program to see how things might have changed over the last 14 weeks.

Plan for 90 minutes for the surveys as they are comprehensive

Completion of the Post-Program surveys marks the end of the Get Healthier Lifestyle Education program.

## Anatomy of the DASHBOARD

The TWH in Construction DASHBOARD is the pre-programmed data entry and analysis tool that allows you to turn raw data into statistics including means, standard deviations, recoded scores, measures of significance, and effect sizes. Not only that, but it is programmed to produce a color-coded results page that makes interpreting all of the aforementioned statistics simple and straightforward.

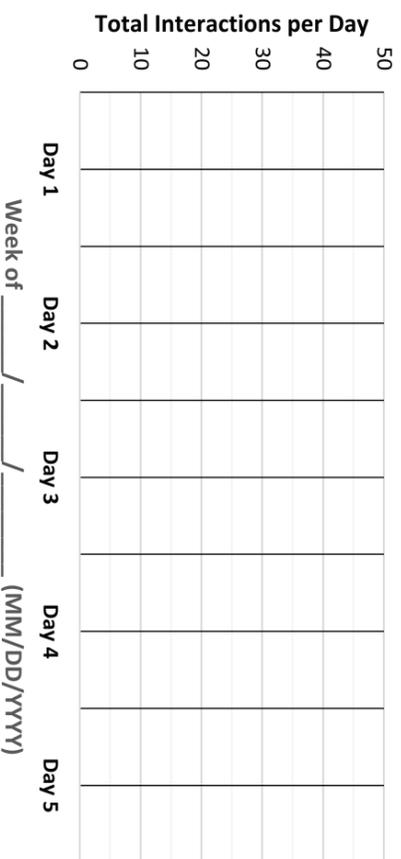


## Daily Action Self-Tracking Chart and Instructions

To use this Daily Action Self-Tracking Chart, all you have to do is enter the "Grand Total" of Interactions for each day onto the chart and connect the dots.

1. Find "Grand Total" for "Day 1" (Daily Data Card)
2. Find the vertical column for "Day 1" (Daily Data Tracking Chart)
3. Using the vertical scale to the left from "0" to "50," follow the vertical line up to approximately the value of Day 1's Total.
4. For example, if "Grand Total" for Day 1 was 45, follow the vertical line above Day 1 in the Tracking Chart to about halfway between 40 and 45 and make a dot.
5. Repeat for each day of the work week.
6. Once you have a dot for each day of the week, draw a line that connects the dots in order from Day 1 to Day 5.

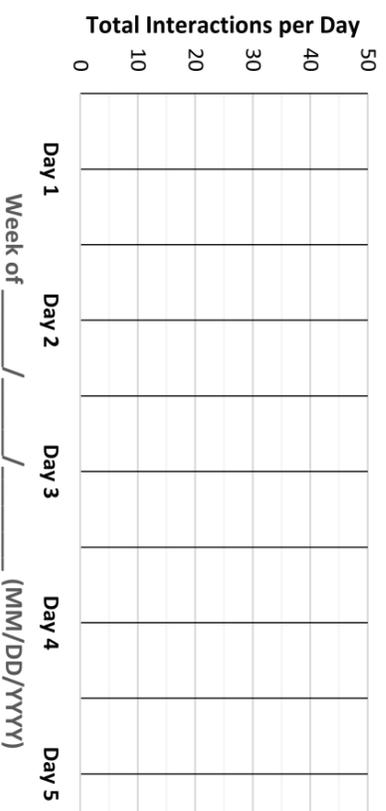
### Be Super! Daily Action Self-Tracking Chart



To use this Daily Action Self-Tracking Chart, all you have to do is enter the "Grand Total" of Interactions for each day onto the chart and connect the dots.

1. Find "Grand Total" for "Day 1" (Daily Activity Tracking Card)
2. Find the vertical column for "Day 1" (Daily Data Tracking Chart)
3. Using the vertical scale to the left from "0" to "50," follow the vertical line up to approximately the value of Day 1's Total.
4. For example, if "Grand Total" for Day 1 was 45, follow the vertical line above Day 1 in the Tracking Chart to about halfway between 40 and 45 and make a dot.
5. Repeat for each day of the work week.
6. Once you have a dot for each day of the week, draw a line that connects the dots in order from Day 1 to Day 5.

### Be Super! Daily Action Self-Tracking Chart



**Be Super! Action Self-Tracking Card for \_\_\_\_\_** (name)  
 Day of the Week: \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I spoke with an employee ...** (ally for each interaction below)  
 (e.g., I, II, and III):  **Totals**

... about his/her FAMILY:

... positively about his/her WORK performance:

... about their SAFETY and safety in general at work:

... about their/my WELLBEING (e.g., diet, exercise, stress):

**Today's Total:**

**Be Super! Action Self-Tracking Card for \_\_\_\_\_** (name)  
 Day of the Week: \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I spoke with an employee ...** (ally for each interaction below)  
 (e.g., I, II, and III):  **Totals**

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**Today's Total:**

**Be Super! Action Self-Tracking Card for \_\_\_\_\_** (name)  
 Day of the Week \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I spoke with an employee ...** (only for each interaction below) **Totals**

... about his/her FAMILY: \_\_\_\_\_ (e.g., I, II, and III):

... positively about his/her WORK performance: \_\_\_\_\_:

... about their SAFETY and safety in general at work: \_\_\_\_\_:

... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

**Today's Total:**

**Be Super! Action Self-Tracking Card for \_\_\_\_\_** (name)  
 Day of the Week \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I spoke with an employee ...** (only for each interaction below) **Totals**

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... positively about his/her WORK performance: \_\_\_\_\_:

... about their SAFETY and safety in general at work: \_\_\_\_\_:

... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

**Today's Total:**

**Be Super! Action Self-Tracking Card for \_\_\_\_\_** (name)  
 Day of the Week \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**I spoke with an employee ...** (only for each interaction below) **Totals**

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... about their SAFETY and safety in general at work: \_\_\_\_\_:

... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

**Today's Total:**

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... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

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 Day of the Week \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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... about his/her FAMILY: \_\_\_\_\_ (e.g., I, II, and III):

... positively about his/her WORK performance: \_\_\_\_\_:

... about their SAFETY and safety in general at work: \_\_\_\_\_:

... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

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 Day of the Week \_\_\_\_\_, Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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... about his/her FAMILY: \_\_\_\_\_ (e.g., I, II, and III):

... positively about his/her WORK performance: \_\_\_\_\_:

... about their SAFETY and safety in general at work: \_\_\_\_\_:

... about their/my WELLBEING (e.g., diet, exercise, stress): \_\_\_\_\_:

**Today's Total:**



**BE SUPER**  
IN CONSTRUCTION

Oregon Healthy Workforce Center  
Oregon Institute of Occupational Health Sciences at OHSU  
3181 SW Sam Jackson Pk Rd (Mail: L606)  
Portland OR 97239 USA  
occhealthsci@ohsu.edu