CONNECTED SAFETY TECHNOLOGY ADOPTION WORKBOOK

Engage Your Workers and Drive Change

blacklinesafety

HOW TO USE THIS BOOK

This workbook is designed to help secure employee buy-in and drive adoption of your connected safety technology.

Whether you're introducing this technology for the first time or supplementing an existing roll-out, here you'll learn about the steps and decisions involved to drive successful change and enhance your existing health and safety initiatives.

We've helped nearly 2,000 clients onboard and implement technology using change management best practices such as the ones included in this workbook. We've set the groundwork, now let's help you apply it.

STEP 1: ALIGN ON CHANGE APPROACH

UNDERSTAND THE RATIONALE FOR CHANGE

Your connected safety program is a lever to align your top-level change goals/outcomes (like zero incidents or regulatory compliance) with your corporate purpose (embedded in your mission, vision and values). Keep these top of mind as you build your program.

PROJECT	PURPOSE	DETAILS	PEOPLE INVOLVED	SCOPE	TIMELINE
What is the project?	*Why are we changing?*	*What is changing?*	*What areas are changing?*	*Incremental or disruptive?*	*When is change happening?*

"Organizations don't change, people change, one person at a time."

— Prosci

STEP 1: ALIGN ON CHANGE APPROACH

IDENTIFY STAKEHOLDERS

Internal alignment and engagement with your key stakeholders are critical to your connected safety technology's success. Use the table to categorize who and where they are, plus when and how you plan on engaging them in your program. It's important to empower employees to become change enablers and change advocates. Identify influential employees that can represent the various group entities within the organization.

PROJECT TEAM	EXECUTIVE LEADERS/BUSINESS LEADERS TO SUPPORT CHANGE	MANAGERS/SUPERVISORS	IMPACTED EMPLOYEES
Leader/Champion and team members, including communications support	*(HR, IT, Legal)* *Identify executive sponsor*		

STEP 1: ALIGN ON CHANGE APPROACH

ASSESS READINESS FOR CHANGE

Use this planning worksheet for managers/supervisors to dig deeper into how the change will impact employees and to assess their readiness.

DETAIL CHANGES THAT IMPACT GROUPS OF EMPLOYEES	DO THEY KNOW WHY THESE CHANGES ARE HAPPENING AND HOW THEY ALIGN TO ORGANIZATIONAL PLANS/ OUTCOMES? YES/NO?	DO YOU UNDERSTAND HOW THIS WILL IMPACT YOUR DIRECT REPORTS? YES/ NO?
1.		
2.		
3.		
4.		

STEP 1: ALIGN ON CHANGE APPROACH

SET KEY PERFORMANCE INDICATORS

Dig even deeper into your change impact and set the tangible KPIs you'd like to achieve. Make them SMART (specific, measurable, achievable, relevant and time-bound). For example, 100% of employees willingly wear connected safety devices when working in at-risk situations. Align with HSE statistics, employee engagement surveys or other data points you may have to build out a case.

LIST YOUR KPIs HERE.

STEP 1: ALIGN ON CHANGE APPROACH

IDENTIFY CHALLENGES

What factors could interfere with the effectiveness of your connected safety technology rollout? Do you expect your organization to be opposed to or accepting of change? Do you expect pockets of resistance from some stakeholders, for example data privacy or security concerns from unions or certain managers?

LIST ANY CHALLENGES TO SUCCESS HERE AND PLANS TO ADDRESS.

STEP 2: VOCAL AND VISIBLE LEADERSHIP

PLAN YOUR COMMUNICATIONS

Executives and frontline leaders need to be front and center supporting people in the organization through their transitions from the current state to the future state, conveying a sense of urgency, and understanding what is needed to influence each person to embrace and adopt the change. In this way, organizations can significantly increase the chances of project success and their project investments paying off. Celebrating successes along the way is also key!

OBJECTIVE	AUDIENCE	SCOPE	CHANNEL & OWNER	TIMING
*Include the **Why** and the **How** of change*		*Nature of change, most impacted?*		

STEP 3: BUILD CHANGE NETWORK

A Change Network is a selected group of individuals representing various parts of an organization that will be affected by a change. Typically, these people are passionate about making a difference and they take on additional responsibility to ensure your new technology adoption succeeds. People are more likely to get involved when recruited by peers with a message that resonates.

LIST IDEAS WHERE YOU CAN PULL AGENTS FROM, LIKE EMPLOYEE RESOURCE GROUPS, LEARNING AND DEVELOPMENT TEAMS, ETC.

STEP 3: BUILD CHANGE NETWORK

GEOGRAPHICAL REACH

Think globally about your connected safety rollout. If you have people in different parts of the country or around the world, involving them will not only help to build a stronger safety culture enterprise-wide but will also drive consistency in protocols, processes and procedures. Define which regions and/or countries you plan on reaching with your program. If you know of employees in global offices who would like to be engaged, list them so you can reach out when the time is right.

REGION/COUNTRY	# OF EMPLOYEES	EXISTING SAFETY PROCEDURES/TECHNOLOGY	CULTURAL CONSIDERATIONS

STEP 4: INVEST IN IMPLEMENTATION

ACCOUNT DESIGN

Consider how you'll set up and configure technology to meet your business needs and align to your organizational procedures, protocols and practices.

CONFIGURATION	SAFETY CONCERN ADDRESSED	ALIGNMENT TO SAFETY PROCEDURE
e.g., interval for missed check-in notifications	*e.g., lone workers*	*e.g., lone workers must check-in every two hours*

STEP 4: INVEST IN IMPLEMENTATION

TRAINING

Training is arguably one of the most critical elements to ensure adoption. Take the time upfront to establish requirements for initial deployment and new employee training. Aim for a mix of options (like self-serve, virtual, onsite, train-the-trainer, etc.) to meet diverse business needs. And make sure to check-in with supervisors and groups of employees to ensure they get the training they need.

| STAKEHOLDER GROUP	LOCATION	REQUIREMENTS	TRAINING TYPE	TIMING

STEP 4: INVEST IN IMPLEMENTATION

BUDGET

Your program will need resourcing. You might want to invest in live training – either in person or online, or need customized analytics and reports tailored to your specific operational needs, or be interested in additional add-on services like 24/7 live monitoring of your connected devices, or additional communication capabilities.

LIST OUT SOME COSTS THAT YOU FORESEE FOR YOUR PROGRAM, BEYOND THE INVESTMENT IN THE TECHNOLOGY ITSELF, AND CONSULT STAKEHOLDERS TO SEE HOW YOU CAN SECURE BUDGET AND POSSIBLY SHARE THE COSTS WITH OTHER TEAMS.

STEP 5: CLOSE THE GAPS WITH DATA

You've put in the work, you've gone live, and now the final step is to measure adoption and determine how effective your change approach and strategy have been in introducing your new safety technology.

Consider the ways you can gather feedback and measure your results post-implementation. For example, post-training evaluations, people surveys, data on usage from the devices themselves, or project assessment scorecard.
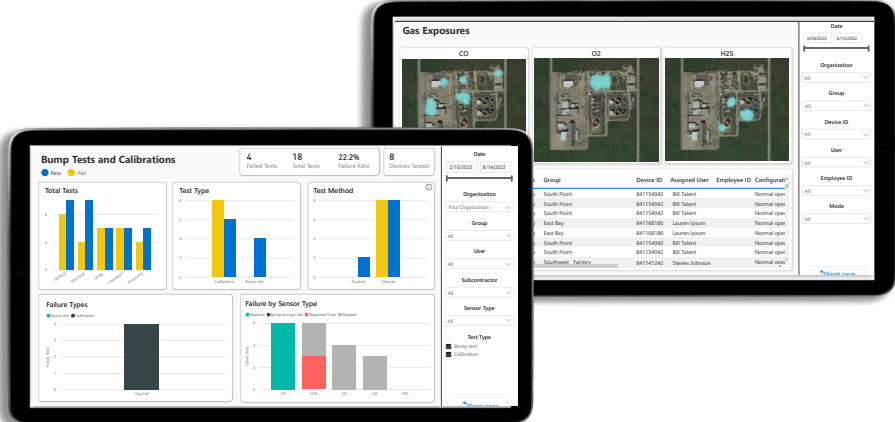
LIST WAYS TO MEASURE RESULTS HERE AND CADENCE.

STEP 5: CLOSE THE GAPS WITH DATA

READY FOR CHANGE?

Here's a recap of the steps in this workbook. Chart your progress to keep on track as your technology rollout unfolds!

	COMPLETED	IN PROGRESS	NOT STARTED	N/A
Step 1: Align on Change Approach				
Understand Rationale for Change				
Identify Stakeholders				
Assess Readiness for Change				
Set KPIs				
Identify Challenges				
Step 2: Vocal and Visible Leadership				
Plan Your Communications				
Step 3: Build Change Network				
Geographical Reach				
Step 4: Design Implementation Plan				
Account Design				
Training				
Budget				
Step 5: Close the Gaps With Data				
Post-implementation Reporting				

YOUR PARTNER IN SAFETY

Looking for even more support? Blackline Safety can help you get the most of your technology investment with our **Onboarding** and **Implementation Services**, rated 5/5 by our customers.

Change Management: Connected Safety Technology Adoption Whitepaper

READ NOW >

READY TO LEARN MORE?

Contact us to discover how we can introduce connected safety technology into your workplace.

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