

Conversation Guide:

Working Environment Questions

Overview

Meeting with employees to discuss their working conditions is a critical responsibility for managers, rooted in both regulatory requirements and our institutional values. The Accessibility for Ontarians with Disabilities Act (AODA) and Ontario's Occupational Health and Safety Act regulations include requirements relative to performance management to ensure that our workplace remains safe and accessible. These conversations are also conducive to employee well-being and productivity.

Process

To streamline the process of meeting with your employees to discuss their working conditions, we recommend incorporating these conversations into one of your regularly scheduled one-on-one or check-in meetings, at least once per year.

Working Environment Questions

- Do you have the tools and equipment (hardware, software, ergonomic workspace, etc.) required to do your job?
- What training and development opportunities did you pursue this year, and how did they complement your job? What training and development opportunities would you like to explore in the coming year?
- How has your job changed in the past year, and how would you like to see it change in the future? Are you comfortable with your current workload?
- What would you change about the way you and I communicate and interact?
- Are there ways that I can improve on providing constructive feedback to help you in the performance of your job duties?
- Are you involved in any volunteer activities on campus outside the scope of your job duties? If so, what do you feel are the personal and professional benefits to you and/or the University?
- Does your job description reflect what you do?
- Are you aware of the general requirements and your responsibilities under UW Policy 34, the mandate of the Joint Health and Safety committee and the procedures to address health and safety concerns?
- Do you have, or are you aware of, any health and safety concerns that have not been addressed?
- Is there any health and safety related training you would be interested in attending?
- Are you aware of the general requirements and your responsibility under UW Policy 58 – Accessibility, including completion of the mandatory Accessibility Training?
- Have your accessibility needs, including a documented individual accommodation plan (if applicable), been taken into consideration?
- What other issues would you like to discuss?

Next Steps

After discussing the Working Environment questions with your employees, it's your responsibility to follow up on any items that require action. Prioritize these items and address them promptly, keeping your employees informed about progress and next steps.

For any health and safety concerns identified, address them immediately. Work with the employee to determine how to resolve the issues by ensuring adequate hazard controls are in place and verifying that employees have received the necessary training. If you need assistance, contact the [Safety Office](#) for guidance.