



Use this checklist to monitor your progress through the EVALUATE phase of your program. Note any comments or difficulties you have encountered along the way.

Task	Comment	Status and Date
Keep a record of your activity and achievements as coordinator		
A procedure is in place to monitor HR statistics such as absenteeism, turnover and workplace injuries		
Measure behaviour and attitudes of employees at the start of your program and at manageable intervals thereafter to measure change		
Provide opportunities for employees and management to comment on the program		
Have taken appropriate steps to deal with risk throughout the program		
Provide feedback on achievements to employees and management		
Review and refresh the program annually		