

**POLICY TITLE**

**WORKSPACE**

**AUTHORIZATION**

Fraser Health Executive

**DATE APPROVED**

September 2010

**DATE REVISED**

**1.0 PURPOSE**

This policy specifies key principles for workspace design and management and sets out responsibilities with respect to space utilization. The policy supports sustainability, flexibility and mobility in the workplace in order to facilitate functional and progressive workplaces, enable an integrated health system and improve productivity, efficiency and satisfaction.

**2.0 SCOPE**

This policy applies to all Fraser Health clinical and administrative workspace.

**3.0 DEFINITIONS**

**“Lower Mainland Health Organizations”** refers to the Fraser Health Authority, Providence Health Care, the Provincial Health Services Authority and the Vancouver Coastal Health Authority.

**“Workspace”** refers to the built environment and to the systems, technological or otherwise, that are integral to creating the physical work environment.

**4.0 POLICY**

4.1 Workspace related assets need to be managed appropriately and workspace users must take reasonable care of such assets.

4.2 The following principles will apply to the design and management of workspace:

Workspace Design

4.2.1 *Functionality* – accommodations will be provided to support functional, social and environmental work requirements based on evidence-based best practices.

4.2.2 *Standardization* – when appropriate, working environments such as workstations will be standardized across and within sites.

4.2.3 *Flexibility* – recognizing that workspace is constantly changing and evolving, workspace will support scalability, flexibility and technological integration.

4.2.4 *Human Resources Support and Development* – workspace will support team-based, collaborative learning environments and integration.

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### Workspace Management

- 4.2.5 *Fiscal Responsibility* – the utilization of workspace will be managed to align with the short and long term fiscal goals of Fraser Health and, when appropriate, the collective Lower Mainland Health Organizations. The intent is to optimize the value derived from investments in workspace.
- 4.2.6 *Sustainability* – workspace management will consider ecological, social/human and economic impacts.
- 4.2.7 *Optimization* – workspace management will encompass strategies for best overall utilization of space through the enablement of flexible work styles and shared space when appropriate.
- 4.2.8 *Great Workplaces* – workspaces will be designed and managed to enhance a healthy and productive workplace.

## **5.0 RESPONSIBILITIES**

### 5.1 **Executive Leadership** is responsible for:

- 5.1.1 Providing governance for overarching workspace strategies / initiatives and support organizational enablers.

### 5.2 **Facilities Management** is responsible for:

- 5.2.1 Supporting the formation of optimized workspaces across the Lower Mainland while managing business case development, approval, implementation and procurement of space in accordance with this policy.
- 5.2.2 Identifying and engaging organizational stakeholders.
- 5.2.3 Undertaking a collaborative approach to workspace design which includes engagement with space users and business unit leaders.
- 5.2.4 Development and deployment of space standards and processes for space development and management.

### 5.3 **Workspace Users and Business Unit Leaders** are responsible for:

- 5.3.1 Demonstrating that workflow is efficient and effective so as to enable the development and optimization of workspace.
- 5.3.2 Supporting effective work-function analysis to develop clear understandings of functional space requirements and to strengthen

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the evidence-based decision making process related to workspace design.

5.3.3 Managing work and change initiatives to align with this policy.

## 6.0 **REFERENCES**

- Fraser Health's *"Clinical Space Use by Medical Staff"* Policy
- Lower Mainland Support Services Space Consolidation Initiative – *"Space Guidelines – Administrative Workspace"*