

Supporting Carer-Workers: Checklist for Carer-Employees

This checklist can be used by carer-workers who are considering approaching their supervisor or manager at work to request workplace arrangements. Fill out each of the boxes to the best of your ability:

Task	Not Completed	Moderately Completed	Completed	N/A	How can you aim to achieve this task? (If not completed)
1) Find out what programs are available through Human Resources in your workplace. If you belong to a union, find out what benefits or programs are offered.					
2) Find out about leave & other support available through the Federal & Provincial government					
3) Find out about services and programs available in your community					
4) From the list above, create a written plan/proposal of potential workplace arrangements					
5) Approach your supervisor for a meeting (during a calm or slow time at work) to discuss these potential workplace arrangements					
5ii) At the meeting, propose a trial run with regular check-ins, within a defined time window (i.e. 6 weeks)					
5iii) Once you've agreed on a plan, document it in writing and give a copy to your supervisor					
5iv) If your caregiving situation changes, revisit the plan with your supervisor					

Please identify two of these tasks you would like to prioritize in the next three months:

1. _____
2. _____

For more information, please consult the FREE Carer Organizational Standard and Handbook at <https://www.csagroup.org/store/product/B701%20PACKAGE/> OR VISIT <https://ghw.mcmaster.ca/>

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REFERENCES

The following resources were used in the curation of the above checklist for Carer-Employees:

1. Williams, A., Cortisoz, C., and Yazdani, A. 2018. Better Support for Carer-Employees in Canada: The Development of Standardized Guidelines for The Workplace. *International Journal of Care and Caring*, 2 (4): 581-586. [Click here to access full article.](#)
2. Lorenz, F., Whittaker, L., Tazzeo, J., Williams, A. 2021. Availability of caregiver-friendly workplace policies: an international scoping review follow-up study. *International Journal of Workplace Health Management* 14(4): 459-476. [Click here to access full article.](#)
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4. Ireson, R., Sethi, B., & Williams, A. 2016. Availability of Caregiver Friendly Workplace (CFWPs) Policies: An International Scoping Review. *Health & Social Care in the Community*. doi: 10.1111/hsc.12347. [Click here to access full article.](#)
5. Wang, L., Williams, A., & Kitchen, P. 2018. Health of Caregiver-Employees in Canada: Determining the Value of Caregiver-Friendly Workplace Policies and Social Support. *International Journal of Workplace Health Management*. 11(6), 382-394. [Click here to access full article.](#)
6. Ding, R., Dardas, T., Wang, L., Williams, A. 2021. Improving the Workplace Experience of Caregiver-Employees: A Time-Series Analysis of a Workplace Intervention. *Safety and Health at Work*, 12(13), pp.296-303. [Click here to access full article.](#)
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