



Goals: This safety session should teach employees to:

- Understand the causes and dangers of work stress.
- Use stress-reducing approaches and techniques.

Applicable Regulations: None



1. Stress Is a Physical and Emotional Reaction to Pressure, Change, Fear, or the Unknown

Physical reactions include:

- Release of adrenaline
- Muscle tension
- Increased heart rate and blood pressure
- Perspiration

2. Stress Can Be Positive

- It energizes and focuses your body and mind to meet challenges.

3. Repeated or Constant Stress Is Physically and Emotionally Harmful

It can cause:

- Increased heart attack risk, elevated blood pressure and strain on the heart
- Strong headaches
- Exhaustion and susceptibility to illness
- Depression
- Panic or inability to cope with serious or even everyday situations

4. Many Work Situations Can Cause Stress

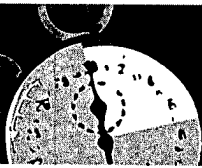
- New job responsibilities or work procedures
- Concern over job security
- Work overload and tight deadlines
- Difficult personal relationships
- Feeling you lack control over your job, future, etc.

Work stress can have a stronger impact if combined with other sources of stress such as family, financial, health, or personal problems.

5. Learn to Reduce Negative Stress

Even when you can't change a situation, you can change your reaction to it.

- Treat problems as situations to be corrected, not threats to your future.
- Put things in perspective; every problem isn't a crisis.
- Don't take everything personally; changes, criticisms, or difficulties reflect what's happening on the job, not a negative response to you as an individual.
- Don't try to control everything and everyone; it's impossible and adds to stress.



- Accept that no one is perfect—not you, your boss, your co-workers. Everyone makes mistakes of action or judgment. Be forgiving of others and yourself.
- Set priorities and tackle tasks in order to achieve a sense of accomplishment.

6. Try to Reduce Negative Reactions to Stress

You add to stress and accomplish nothing positive if you react to stress by:

- Getting angry at yourself or others
- Trying to place blame on yourself or others
- Expecting the worst and worrying about the unknown
- Suffering in silence and refusing to admit your anger or concerns
- Withdrawing from potentially stressful situations or people
- Using alcohol or other drugs to reduce stress

7. Try to Head Off and Work Off Stress

- Minimize small annoyances.
- Develop a cooperative work style; give and get help.
- Exercise. It clears the head, relaxes muscles, and helps the body fight negative stress.
- Get enough rest. Your body needs a chance to recover from stress.
- Laugh at situations, yourself, or a joke. It eases stress.
- Get professional help if you feel overburdened by constant stress. You may learn techniques to help you deal with stress or avoid some of its causes.

Discussion Points:



–Ask for examples of potentially stressful situations in your workplace (e.g., new procedures, layoffs, etc.) and discuss ways to reduce the stress they create.

Conclusion: Reduce Negative Stress and Its Physical and Emotional Problems

You can't eliminate stress from life. You can identify and try to minimize situations you find stressful and head off negative reactions to them.

Test Your Knowledge



Have your employees take the work stress quiz. By testing their knowledge, you can judge their ability to deal with this problem and whether they need to review this important topic again soon.



Learn to
Master
Stress
So It
Doesn't
Become
Your
Master

DO

- ✓ Approach situations like a problem-solver, not a victim.
- ✓ Put matters in perspective; every problem isn't a crisis.
- ✓ Maintain self-confidence.
- ✓ Adopt a cooperative work style.
- ✓ Accept that no one is perfect.
- ✓ Forgive yourself (and others) for making mistakes.
- ✓ Set priorities and tackle tasks in an organized way.
- ✓ Find a constructive way to express anger or concerns.
- ✓ Exercise—walk, join a health club, take up a sport.
- ✓ Get enough rest.
- ✓ Laugh as often as possible.
- ✓ Get professional help if you're having trouble handling stress.

DON'T

- ✗ React to every problem as if it's a crisis.
- ✗ Take work-related problems or situations personally.
- ✗ Be a "control freak."
- ✗ Be afraid to make a mistake.
- ✗ Blow up at yourself or others.
- ✗ Try to assign blame.
- ✗ Expect the worst.
- ✗ Worry about the unknown future.
- ✗ Suffer in silence.
- ✗ Withdraw from potentially stressful situations or people.
- ✗ Use alcohol or other drugs to reduce stress.



Afrontar

Controlar

el Estrés

para que

no lo

Controlar

el Estrés

SI

- ✓ Afronte cada situación con el poder de solucionar problemas y no como una víctima.
- ✓ Ponga las cosas en perspectiva; no todos los problemas son una crisis.
- ✓ Mantenga confianza en si mismo.
- ✓ Adopte un estilo de trabajo de cooperación.
- ✓ Acepte que nadie es perfecto.
- ✓ Perdónese (y perdone a otros) cuando cometa errores.
- ✓ Establezca prioridades y enfrente sus tareas de una manera organizada.
- ✓ Busque una manera constructiva de expresar enojo o preocupación.
- ✓ Haga ejercicio –camine, hágase miembro de un gimnasio, haga algún deporte.
- ✓ Descanse lo suficiente.
- ✓ Ríase mucho.
- ✓ Obtenga ayuda profesional si tiene problemas para controlar el estrés.

NO

- ✗ Tome cada problema como si fuera una crisis.
- ✗ Se tome a pecho los problemas del trabajo.
- ✗ Sea un monstruo del control.
- ✗ Tenga miedo de cometer errores.
- ✗ Reaccione mal con usted ni con otras personas.
- ✗ Trate de encontrar culpables.
- ✗ Espere lo peor
- ✗ Se preocupe sobre el futuro desconocido.
- ✗ Sufra en silencio.
- ✗ Se aleje de situaciones o gente que le puedan producir estrés
- ✗ Tome bebidas alcohólicas o drogas para reducir el estrés.

MEETING SIGN-IN SHEET

LOCATION
MANAGER:

Meeting Date:

TOPIC OF MEETING:
SUMMARY OF MEETING:



Name	Title

Name	Title