

# Stress Management

## Safety Meeting Packet

### Protect Your Workforce



While some workplace stress is healthy, excessive stress can interfere with an employee's job performance. It can affect their productivity, home life, relationships, and physical and mental health. Simply put, stress can mean the difference between success and failure on and off the job. Even when an employee cannot control everything in their work environment, there are steps they can take to help when faced with difficult situations.

### Signs and Symptoms of Stress

Stress allows people to think on their feet, avoid accidents, and can give people a boost in energy. However, while a little bit of stress isn't always bad, increased job demands, looming deadlines, and limited time in the day can increase stress levels enough that people are left feeling overwhelmed and anxious. When these feelings are more powerful than we can handle, considerable damage can be done to our physical and mental health.

#### Signs and Symptoms of Stress

- Feeling anxious, irritable, or depressed
- Apathy, loss of interest in work
- Trouble concentrating
- Social withdrawal
- Loss of sex drive
- Increased reliance on alcohol or drugs to cope
- Problems sleeping
- Fatigue, general lack of energy
- Muscle tension or headaches
- Stomach or bowel problems

### Avoid Stress Causing Habits

#### Perfectionism

Setting unrealistic goals and taking on too much work can lead to failure.

#### Negative Thinking

Negative thinking can drain energy and zap motivation.

Try to focus on the positives and celebrate accomplishments, even if they are small. Avoid others who spread negativity.



#### Trying to Control the Uncontrollable

Recognize that many things cannot be controlled. This is particularly true of another person's behavior. Focus on what can be controlled, including reacting to problems caused by others.

#### Lack of Humor

Humor can be a great way to relieve stress. When stress starts to impact the work environment, find a way to lighten the mood. Using humor appropriately can help defuse a difficult situation.

#### Tardiness

Plan ahead and leave a few minutes earlier to avoid frequently running late. Consider setting clocks and watches ahead to help depart on time.

#### Clutter

If the work area is a mess, find ways to clean up the clutter. File what needs to be saved and throw away the rest. Organization will also save time in the long run.

# How to Beat Stress

## Reach Out

Sharing feelings with a close family member, friend, or co-worker can sometimes be the most effective stress-reducer. Talking about the specifics of what is stressing a person out, especially face-to-face, is a great way to relieve the pressure or weight of specific problems. The other person does not have to “fix” the problems, they just need to be supportive. Receiving support and sympathy can go a long way in reducing the effects of stress.



## Health

Neglecting one’s physical health is easy to do when feeling overwhelmed, but good health is one of the first steps to overcoming stress. It does not require a lifestyle overhaul. Small things can decrease stress, increase energy, and improve mood. Consider these simple steps:

- Get regular exercise and minimize sugar intake.
- Reduce candy and junk foods that have a negative impact on mood.
- Eat mood-boosting foods like fruits or nuts.
- Avoid nicotine and limit alcohol.
- Get adequate sleep.

## Time Management

Planning and sticking to a schedule can help eliminate sources of stress. Good time management skills include:

- Find a balance between professional and personal lives.
- Plan and take regular breaks throughout the day.
- Establish healthy boundaries.
- Prioritize tasks, do not over-commit, and delegate work to keep from over-extending.



# Stress Management Safety Meeting Attendance Acknowledgement

Company Name \_\_\_\_\_  
 Department / Division \_\_\_\_\_  
 Meeting Date & Time \_\_\_\_\_  AM  PM  
 Meeting Location \_\_\_\_\_  
 Name & Title of Individual Conducting Meeting \_\_\_\_\_

### Key Meeting Discussion Points / Important Reminders:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Internal Procedures Reviewed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!**

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
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(Sign): _____	(Sign): _____	(Sign): _____

Employees Not Present: \_\_\_\_\_

Suggestions/Recommendations to Improve Workplace Safety and Health: \_\_\_\_\_

Actions Taken: \_\_\_\_\_

Manager/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Disclaimer:**

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.

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