



SAFETY TIP OF THE WEEK

FOR THE CONSTRUCTION INDUSTRY



Company _____ Date _____

To encourage all of us to promote safety on a continuing basis, the Builders Exchange publishes a safety tip in each issue of the weekly Bulletin. The superintendent/foreman of each job should use this safety tip in a short safety meeting Monday morning. We suggest that this 5-to-10 minute meeting be just before lunch or perhaps right after the morning break. You can then emphasize the SAFETY TIP OF THE WEEK all week long.

Tips to Reduce Workplace Stress

Week Ending 03/15/19

Whatever the cause, and however it manifests itself, workplace stress continues to be a problem—one that can cause reduced productivity, increase in accidents, and a spike in costs.

As managers and supervisors, you need to look out for workers exhibiting signs of stress -- but since no 2 employees will exhibit identical signs and symptoms, your job isn't an easy one.

Recognizing the warning signs of stress:

The signs and symptoms of job stress vary from person to person and one must be cognizant that experiencing one or more of the symptoms below does NOT indicate that an individual is seriously stressed. It is important for managers and supervisors to look out for behavioral changes that can be linked with stress.

- Feeling anxious, irritable, or depressed
- Apathy, loss of interest in work
- Problems sleeping
- Fatigue
- Trouble concentrating
- Muscle tension or headaches
- Stomach problems
- Social withdrawal
- Loss of sex drive
- Using alcohol or drugs to cope
- Poor work performance

Tips to reduce or prevent stress:

Since the causes of workplace stress vary greatly, so do the strategies to reduce or prevent it. According to the Mayo Clinic - Effective time management is a primary means to a less stressful life. They offer the following tips to help stressed employees reduce stress and become more productive.

Plan each day. Planning your day can help you accomplish more and feel more in control of your life. Write a to-do list, putting the most important tasks at the top. Keep a schedule of your daily activities to minimize conflicts and last-minute rushes.

Prioritize your tasks. Time-consuming but relatively unimportant tasks can consume a lot of your day. Prioritizing tasks will ensure that you spend your time and energy on those that are truly important to you.

Say no to nonessential tasks. Consider your goals and schedule before agreeing to take on additional work. And don't forget it is OK to delegate. Take a look at your to-do list and consider what you can pass on to someone else.

Take the time you need to do a quality job. Doing work right the first time may take more time upfront, but errors usually result in time spent making corrections, which takes more time overall.

Break large, time-consuming tasks into smaller tasks. Work on them a few minutes at a time until you get them all done.

Practice the 10-minute rule. Work on a dreaded task for 10 minutes each day. Once you get started, you may find you can finish it.

Evaluate how you're spending your time. Keep a diary of everything you do for three days to determine how you're spending your time. Look for time that can be used more wisely. For example, could you take a bus or train to work and use the commute to catch up on reading? If so, you could free up some time to exercise or spend with family or friends.

Limit distractions. Block out time on your calendar for big projects. During that time, close your door and turn off your phone, pager and email.

Get plenty of sleep, eat a healthy diet and exercise regularly. A healthy lifestyle can improve your focus and concentration, which will help improve your efficiency so that you can complete your work in less time.

Take a time management course. If your employer offers continuing education, take a time management class. If your workplace doesn't have one, find out if a local community college, university or community education program does.

Take a break when needed. Too much stress can derail your attempts at getting organized. When you need a break, take one. Take a walk. Do some quick stretches at your workstation. Take a day of vacation to rest and re-energize.

Ask for professional help. If you're too frazzled to think about trying any of these tips, it's time to ask for help. Does your life feel totally out of control? If so, contact your employee assistance program (EAP) at your workplace for assistance, or discuss your situation with your doctor.

Special Topics for this Job: _____

MSDS # _____ Reviewed – Title: _____

Present at Meeting:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Supervisor's Signature: _____

Note: These SAFETY TIPS OF THE WEEK are to help members provide a safe workplace and to instruct employees in ways to prevent accidents. Ensure you record the names of those who attend your safety meetings, and file this form with your permanent accident prevention records.