

NBSIA Member Services Safety Bulletin

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MANAGING STRESS AT WORK

Some stress can help motivate people, but too much stress can take its toll. The more a workplace can do to reduce stress on the job—and the more employees do to manage their stress—the more productive and peaceful the workplace will be.

Causes of Stress

There are many contributors to employee stress. Supervisors, in particular, are faced with numerous challenges, including:

- Downsizing or reorganization, which often causes low morale and an unstable work environment.
- Large workloads with high performance demands and long work hours.
- 24/7 technology—e-mail, cell phones and more—make it difficult to separate work from home.
- Work/life obligations, especially in instances where there are two-career families, single-parent households, and elder care issues.

What Supervisors Can Do to Help Reduce Stress

Supervisors can help create a less stressful work environment by applying the following practices:

- Include employee's input in decision making.
- Set reasonable limits and time lines.
- Remember to recognize a job well done.
- Provide resources to help balance work/home issues, such as child care or elder care and Employee Assistance Programs.
- Continually review policies, processes, and methods of organizing and distributing.

What Employees Can Do to Help Reduce Stress

- Eat a balanced diet starting with breakfast, and get a good night's sleep.
- Volunteer time and services. Doing something for others can increase self-esteem.



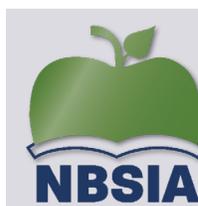
- Seek professional help. Use your Employee Assistance Program or participate in special therapy that can teach ways to better manage the problems that are causing stress.
- Keep moving—studies show that exercise for 30 minutes a day reduces stress.
- Learn to express your feelings—you don't have to face problems alone.
- Determine the source of stress. If it can't be removed from your life, learn to cope by developing a rational way of thinking through the situation. Take control by seeking options to better handle the problem.

You will never completely remove stress from your life, but identifying and managing stressors can help you maintain a positive and healthy lifestyle.

To access your Employee Assistance Program go to <http://members.mhn.com> you will need your company access code, which is the word wise.

Source

Managing Stress at Work." Trans. Array 5 Minute Safety Talk. . Vol. 3 National Safety Council, 2007. Print.



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