

SMOHIT Body Maintenance
Toolbox Talks for the Sheet Metal Industry

Reducing Job Stress

- A combination of organizational change and stress management is often the most useful approach for preventing stress at work.

- Employers can reduce job stress by:
 - Ensuring that the workload is in line with workers' capabilities and resources.
 - Designing jobs to provide meaning, stimulation, and opportunities for workers to use their skills.
 - Clearly defining workers' roles and responsibilities.
 - Giving workers opportunities to participate in decisions and actions affecting their jobs.
 - Establishing work schedules that are compatible with demands and responsibilities outside the job.
 - Improving job planning and communication.
 - Providing appropriate tools and equipment required to complete the job, and improving inventory and inspection procedures for those tools/equipment.
 - Improving coordination with other trades on the job.

- Employees can reduce job stress by:
 - Organizing and prioritizing their schedules.
 - Setting limits on commitments.
 - Taking short breaks (don't reach for coffee or soda).
 - Getting support from co-workers, family and friends.
 - Monitoring and maintain their health, especially during stressful times (get regular sleep, eat a balanced diet, avoid caffeine, alcohol, tobacco, and drugs).
 - Getting regular exercise.
 - Having a plan and being prepared to execute it.
 - Practicing relaxation techniques (deep breathing, yoga, meditation, stretching, visualization, massages).
 - Learning what causes stress, recognizing when it is starting to occur, and identifying and employing ways to avoid it.

Notes:

Instructor Tips

- **Discuss why the following belief is untrue:**

Stressful working conditions are a necessary evil because by turning up the pressure on workers, they become more productive and the company becomes more profitable.

- **Discuss the idea that stressful working conditions are associated with increased absenteeism, tardiness, and intentions by workers to quit their jobs, all of which have a negative effect on profitability.**

Jobsite: _____
Supervisor: _____

Date: _____
G.C. _____

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