

Smart Living

for a healthy workplace

Vol. 2, N° 3 • December 2010



Coping Tips for Holiday Stress

The holidays are here! Family, friends, and work coincide. How can we manage this festive time and still stay well?

Here are some tips:

- Prioritize and plan your time, energy, and money.
- Take your time, energy, and money into consideration when planning your activities.
- Delegate activities to others as needed.
- Stay within your budget.
- Do things you hold as important to you.
- Take time to rest, reflect, and renew yourself.
- Enjoy being with family and friends.
- Take time to relax and enjoy living your life.

Have a happy and safe holiday season!

**SUBSCRIBE
for FREE**

If you would like to receive the **Smart Living** workplace newsletter either in hard copy or by email, please contact Lynda Earl at 1-613-345-5685 ext. 2215 or email: lynda.earl@healthunit.org



Identified Workplace Mental Health Stressors

University of Laval's Jean Pierre Brun and associates' research (2002) found that the workplace factors that are most harmful to the mental health of persons in decreasing order are:

- Work overload - too much work to do in too short a time.
- Lack of recognition at work by peers and/or management.
- Poor relationship with one's supervisor.
- Lack of participation in decision-making at both the individual and organizational levels.
- Lack of organizational or personal information to do one's job well.
- Lack of appropriate work assignments with consistent expectations of management and staff regarding job description, training, and time lines.
- Unclear job descriptions.
- Insufficient materials and resources to do the job.
- Not feeling appreciated with no assurance of job stability, career advancement, and fair pay.
- Lack of opportunity to use one's skills, and develop new ones.
- Not having decision-making power to plan and organize one's work.
- Irregular work schedules with prolonged hours.
- Unhealthy work environment relating to temperature, lighting, noise level, pollution, humidity, an appropriately configured workstation.
- Centralized organization.
- Being a Type A personality.

For further information, please visit Laval University's Mental Health at Work Booklet 2 and Booklet 3 at: <http://www.cgssst.com/eng/publications-sante-psychologique-travail/trousse-la-sante-psychologique-au-travail.asp>

Reference

Laval University, Chair in Occupational Health and Safety Management. "A Series Mental Health at Work... From Defining to Solving the Problem." Booklet 2, 2005.



Show Your Family Support!

Children and youth are more likely to grow up healthy when their families provide them with high levels of love and support.

10 Creative Ways to Care for Children:

1. Do something new together. Instead of a walk, go jogging or skipping. Have a leaf fight.
2. If possible, eat at least one meal together.
3. Choose a book to read together as a family. Each day read 10 pages.
4. Ask what your child's highs and lows were for the day. Tell about your day.
5. Everyday show love through words, hugs, words, kisses and smiles.
6. Frame your child's artwork and hang it on the wall.
7. Give your child space to think, to rest, and to rejuvenate.
8. Lie under the stars together, and talk about whatever crosses your mind.
9. When you are feeling stressed, reassure your child that he or she was not the reason.
10. Write "family care" resolutions. Then keep them.

Tips that make loving your child easier:

- Loving touch means a lot. Give a hug to your child today. Comb your child's hair.
- Use loving words like: "I care about you." "I love you." "I think you are terrific."
- Show love in your interactions. Look your child in the eyes when you talk to her or him.
- Tell your child when he or she does something that makes you feel loved.

For more information on **40 Ways to Build Assets in Children**, please visit:
<http://www.healthunit.org/school/newsletterinsertsassets.html#40Ways>

Workplace Stress Prevention

When management and employees work together to adopt/implement healthy workplace prevention and protection policies and practices, their workplace can become a healthy workplace by using:

Primary Prevention - *Be a Happy, Healthy Worker!*

Workplaces practicing primary prevention identify and address the causes of workplace stress. Then, worker stress can be reduced or totally eliminated.

Effective workplace activities include:

- regular team meetings
- participative management practices
- employee training opportunities
- current, accurate job position and task descriptions
- clarified roles and responsibilities
- established expectations, goals and objectives
- reductions of certain risks relating to the job
- a yearly employee evaluation¹



Secondary Prevention - *Stay a Happy, Healthy Worker!*



Here, workers develop the knowledge and skills to identify their stress, and learn skills to effectively manage the consequences or effects of stress.

Secondary prevention workplace activities include: the provision of information, education, skill development, and training related to enhancing an employee's personal lifestyle skills that can help individuals adapt to their work environment.

Again, the impact of stress can be reduced. When an individual practices healthy eating, physical activity, stress management techniques, and has developed supportive physical and emotional environments both at work or at home, personal health can be improved or restored².

Tertiary Prevention in Action - *Return a Happy, Healthy Worker!*

When a worker has an identified physical or mental health problem, the workplace can aid and support the worker with access to treatment and rehabilitation.

The workplace can then facilitate a return to work with follow-up. These activities reduce the suffering of individuals who have a work-related physical and/or mental health issue.

Services that assist in tertiary prevention include:

- EAP counselling
- support
- return to work programs
- informal caregivers
- appropriate referrals³

For further information, please visit the Mental Health at Work website at: <http://www.cgsst.ca> and <http://www.ohrc.on.ca/en>

¹ Laval University, Chair in Occupational Health and Safety Management. "A Series Mental Health at Work... From Defining to Solving the Problem." Booklet 3, 2-4.

² Ibid. 5-6.

³ Ibid. 6-7.



Let's Talk Turkey

It's turkey time again. Be sure you and your guests enjoy the meal by eliminating the risk of foodborne illness. The following tips will help you prepare and serve a safe turkey:

1. Temperature abuse is the main culprit of food poisonings. Bacteria can multiply to dangerous levels if held in the temperature danger zone for prolonged periods of time. The danger zone refers to temperatures between 4°C/40°F (refrigeration) and 60°C/140°F (hot holding). To minimize the time in the temperature danger zone, follow these simple tips:

- ❑ Store turkey in the refrigerator at 4°C on a tray or pan to prevent raw drippings from contaminating other foods.
- ❑ Thaw turkey in the refrigerator, or under cold running water – **NOT** at room temperature. Allow sufficient time: approximately 24 hours for every 5 lbs.

- ❑ Cook turkey at oven temperatures above 325°F until it reaches 180°F/82°C. Internal temperature is in the danger zone for too long if cooked at lower temperatures.
- ❑ Cook stuffing outside of the bird. If you choose to stuff the bird, remove stuffing before serving, and heat to a minimum of 165°F/74°C.
- ❑ Check the internal temperature with a probe thermometer. Ensure it reaches 180°F/82°C.
- ❑ Store leftovers of turkey, stuffing, gravy in shallow, covered containers in the refrigerator.

2. In order to keep food free from contamination, be sure to wash your hands frequently, and disinfect food contact surfaces like cutting boards and knives between each individual use.



Healthy Foods Needed at Local Food Banks

Foods in short supply at local food banks include: school lunch items, canned fruit, canned vegetables, canned beans, low sodium canned soup, low sugar breakfast cereals, and baby items e.g. food, diapers.

When choosing needed items to donate to the food bank, include nutritious choices that fit with Canada's Food Guide such as:

- Vegetables & Fruit – canned fruit and vegetables, 100% fruit juice, tomato sauce, low sodium canned soup, tomato juice, applesauce, fresh vegetables, and fruits.
- Grain Products – whole grain bread, brown rice, whole wheat crackers, bagels, hot and cold cereals, granola bars, and muffins.
- Milk & Alternatives – dry milk powder, milk puddings, cheese spreads, fresh milk, yogurt, and cheese.
- Meat & Alternatives – canned meat and fish, peanut butter, canned baked beans, dried or canned beans, and lentils.

School lunch ideas: donate non-perishable snack and lunch foods that are easy and safe to transport to school - fruit cups, juice boxes, granola bars, and milk pudding cups.

Other items that may be needed at food banks include: condiments, jam, tea, coffee, household cleaners, shampoo, soap, deodorant, toothpaste and toothbrushes, baking supplies, and feminine hygiene products.



Serve a Healthy and Safe Holiday Buffet

The holiday and party season is drawing near, as is the typical time of year when we see an increase in cases of Norovirus and other foodborne illnesses. Many people enjoy attending functions that serve pot luck meals in a buffet style. This style of food service allows you to choose your favourite foods in a quantity that suits your appetite; however, the food may be handled by many people. Poor buffet etiquette may result in food becoming contaminated. The following tips will help keep the food on display safe:

- Keep hot foods hot and cold foods cold.
- Wash your hands or use hand sanitizer before approaching the buffet table.
- Provide serving utensils for each dish to prevent direct hand contact, and ensure handles are left out of the food.
- Use only clean plates/bowls/cups at the buffet table for refills. Never take used utensils back up to the buffet table.
- If you must cough or sneeze, please do so into your sleeve to avoid contaminating food.
- Accompany and serve young children each time they approach the buffet table.
- If you are ill or have been ill with symptoms of vomiting and diarrhea in the last 48 hours, please do not prepare food or attend public functions as you may make others sick.

Winter Driving: Be Prepared, Be Safe

Stay alert, slow down, and stay in control. Drive according to highway and weather conditions. Keep a safe distance between you and the car in front to avoid a collision if you have to break suddenly.

Be prepared – Complete the Driver's Checklist

- Have a full vehicle winter maintenance check-up of: battery, belts, hoses, winter tires, wipers, fluid levels, windshield wash, defroster, etc.
- Use winter tires for maximum protection.
- Check tire air pressure frequently.
- Check weather and travel conditions before travelling at: **1-800-268-4686** or **www.mto.gov.on.ca/english/traveller**

Plan your route.

- Wear comfortable clothing.
- Clear snow and ice from windshield as needed.
- Keep a winter survival kit that includes blankets, snacks, flashlight, candle, emergency flashers, etc.
- Keep fuel tank over half full at all times.
- Carry another jug of windshield fluid.
- Have your cell phone. **Dial 9-1-1 for emergency services and 1-866-310-1122 for non-emergency services.**
- Stay in your vehicle, if possible.

On the Road:

- Keep lights on in bad weather.
- Keep safe stopping distances between cars by following the 2 second rule or even the 4 second rule.
- Learn how to gain control in a skid.
- Plan extra time.
- Tell someone your destination.

For more information on Safe Winter Driving, visit the Driver's handbook on line at: **www.ontario.ca/winterdriving**



DO YOU WANT TO QUIT SMOKING?

You may be eligible to participate in a treatment study using nicotine replacement therapy i.e. nicotine patch, gum, lozenge or inhaler, to help you quit smoking.

Treatment study sessions will be held

November 30, 2010	6:00 pm to 9:00 pm	BROCKVILLE
December 1, 2010	9:00 am to 12 noon	GANANOQUE
February 1, 2011	6:00 pm to 9:00 pm	SMITHS FALLS
February 2, 2011	9:00 am to 12 noon	CARLETON PLACE

To learn more, see if you qualify, and to register contact the Leeds, Grenville and Lanark District Health Unit at 613-345-5685 between 8:30 am and 4:30 pm & refer to the "STOP Study".

For more detailed information on the study please call the **STOP Study** at 416-535-8501 ext.4455 or email: stop_study@camh.net

Confidentiality assured • Medication free of charge



CAMH provides other treatment options for mental illness or addiction. For more information, visit www.camh.net or call CAMH at 416-535-8501. CAMH is a Pan American Health Organization / World Health Organization Collaborating Centre Affiliated with the University of Toronto. All queries are strictly confidential.



A new no-cost dental program is now available in Leeds, Grenville and Lanark which will help ensure that eligible kids can establish and maintain good oral health.

Accessing dental care for children can be a challenge for some Ontario families, particularly for those families without dental benefit coverage. The new Healthy Smiles Ontario program will ensure that kids can have regular visits with a dentist or dental hygienist. This program is anticipated to benefit over 2000 kids in Leeds, Grenville and Lanark Counties. Oral health diseases are more prevalent among people with limited or no access to dental services, and children are the most vulnerable.

Administered by the Leeds, Grenville and Lanark District Health Unit, the program will provide preventive dental care at no cost to kids who:

- **Are 17 years and under.**
- **Are members of a household with an Adjusted Family Net Income of \$20,000 per year or less.**
- **Don't have access to any form of dental coverage.**

By making regular trips to a dentist or dental hygienist, kids will be able to prevent cavities and other dental problems that can contribute to diseases later in life. The program will give kids access to services like check-ups, cleaning, fillings, x-rays, scaling and more.

To learn more about Healthy Smiles Ontario or to apply for the program, call 1-800-660-5853 or go to: **www.healthunit.org**

