Fit for Work

Key Expectations

- Understand the effect of health on productivity.
- Understand the effect of stress on health.
- Understand current health issues in the workplace.
- Outline employee and employer responsibilities to ensure a safe workplace.
- Practise preventive measures to ensure a healthy and productive workplace.
- Assess your personal health habits.
- Understand ergonomics and its purpose.

Key Terms

productivity
negative stress
positive stress
multi-tasking
compressed work week
repetitive strain injury
ergonomics



OCCUPATIONAL HEALTH ISSUES

ur working environment can affect our physical and mental health. Illness caused by a poor working environment can influence the performance of employees, organizations, and, thus, the economy. The conditions in any workplace should be adequate to maintain the health of all workers, prevent and control disease, and reduce lost working time.

Taking preventive measures and controlling working conditions is imperative for healthy workers and a healthy economy. Employees, employers, and workplace designers share the responsibility of maintaining health. Individual and societal awareness of health issues combined with government legislation help to ensure healthy working conditions.

The Effects of Health on Productivity

In business, **productivity** refers to the capacity of an employee to create or produce during a given period of time. The more a person produces, the greater his or her level of productivity. For employers, high productivity is desirable for higher profits. Recurring health problems affect productivity in that energy can be misspent—that is, not directly used for production. For example, poor health can cause workers to slow down, thus reducing productivity. Employee illness can also cause increased absenteeism, more mistakes, loss of skilled employees, and poor morale. When morale is low, employees tend to disregard employer concerns and will arrive late, leave early, and work slowly. Employees may be able to concentrate on their work for only short periods of time, make frequent trips to the washroom, or leave their desks or work stations frequently. For employees, poor health conditions cause physical or mental strain, resulting in pain, unhappiness, and lost working time. A healthy work environment increases efficiency, improves employee performance, stimulates morale, improves public and labour relations, and minimizes financial losses.

Stress

One of the major causes of poor health for workers today is **negative stress**.

Stress can have a positive or negative influence on a person's health. **Positive stress** occurs when pressure to perform motivates a person. For example, one person may enjoy the challenge and excitement of giving a speech to a group of people, while another person may be filled with terror at such an event. The stress of intense competition can bring about peak performance in some actors, athletes, and salespeople, and many people feel that they work best under pressure. A person can have too little stress, such as someone who has too few tasks to do in too much time, or too much stress, such as someone who has too much to do for too many people in too little time. Everyone needs some stress in order to be healthy and happy.

Negative stress due to personal or job-related pressures can affect a person's behaviour and health, and the working atmosphere. Personal stresses such as school exams or an illness in the family can affect a person's job performance. Changes in work responsibilities, problems with a supervisor or



fellow employee, a transfer to a new job or city, the possibility of layoffs, shift work, are all situations that can cause job-related stress. Physical working conditions, such as excessive noise and vibration, extremes in temperature, poor illumination, and excessive humidity can also cause stress. (See the chart on page 192.) Symptoms of negative stress include the following:

- Tense muscles and backache
- Pounding or racing of the heart
- Increased perspiration

Attitude Counts!

The following text is an excellent stress reducer when life seems overwhelming.

Grant me the serenity to accept the things I cannot change,

The courage to change the things I can, And the wisdom to know the difference.

- REINHOLD NIEBUHR

- Forgetfulness and lack of concentration
- A desire to cry or run away
- Loss of self-confidence
- Irritability or edginess
- Frequent anger and frustration
- Nail biting or teeth grinding
- Decreased productivity at work
- Absenteeism from work
- Avoidance of others
- Change in personal appearance
- Sleep disorders
- Depression and anxiety

Activity 1

Responding to Stress

- 1. Read the previous list. How do you respond to negative stress?
- 2. What can you do to alleviate these symptoms of stress?

Activity 2

Classifying Your Stress

- 1. Create a chart like the one that follows to list the causes of positive and negative stress in your life for each category. Beside each entry, indicate whether it is positive (+) or negative (-). Place a check mark beside the negative stresses that you can control.
- 2. On a separate sheet of paper, write down ways you can reduce negative stress by changing a behaviour, situation, or other factor.
- 3. Share your chart and list with a close friend who can help you assess your situation and also assist with possible solutions.

Positive and Negative Stress in Your Life

Family	School	Placement	Part-Time Job	Friends	Extra-Curricular Activities			
-t-	-tr	-tr	age top	-tr	-tragety			
mtz	-tr	-tr	agt top	mtr	-trapl top			
-tr	nto	inty	anget fref	-tr	note any try			



You may wish to file this chart in your portfolio.

CASE STUDY

When Shift Work Leads to Sickness

by Jonathan Eaton

If you are feeling burned out from working on a shift schedule, you are not alone. A quarter of Canadian workers work on rotating or irregular shifts, according to the Report of the Advisory Group on Working Time and the Distribution of Work. "The vast majority of people working shifts do so because they have to, not because they want to," the report states. "In almost 70 percent of the cases, shift workers say that variable hours are a requirement of the job. This is especially true of shift jobs in continuous process industries, capital-intensive sectors, and public services—from power companies and hospitals, to police and firefighting services."

"A lot of people are recognizing shift work as a potential cause of difficulty in the workplace," says Dr. Jeffrey Lipsitz, of the Sleep Disorders Centre in Toronto. The majority of workers are able to adapt, he says, but "some people seem to be virtually incapable of adapting physiologically to shift work." The impact for those suffering from "shift work sleep disorder" can include extreme difficulty remaining attentive and alert at work, combined with insomnia at home. This can give rise to additional complications ranging from gastrointestinal disorders to drug and alcohol dependency. "Many people tell us their lives fall apart when they go on certain shifts."

A recent arbitration decision illustrates the employer's legal obligation in these circumstances. "Alan" began working as a general labourer for a food processing company in 1979. He worked in a number of different jobs until 1993, when his department closed and he was assigned to a new position, working a three shift rotation. The three shifts rotated each week: 7 a.m. to 3 p.m., 3 p.m. to 11 p.m., and 11 p.m. to 7 a.m.

Alan testified that he began having difficulties almost immediately. He experienced irritability, constant weakness, and tiredness. He had difficulty sleeping, and at times could do so only if he consumed alcohol. Alan sought medical assistance and was referred to a psychiatrist. As a result, he was

diagnosed as having a sleep disorder. The psychiatrist concluded that this disorder had caused Alan "a severe degree of impairment both socially, psychologically, and occupationally" to such a degree that he was unable to return to work.

Alan remained off work. However, his claims for weekly indemnity benefits and workers' compensation were denied. The employer then advised Alan that he was required to return to his regular job on rotating shifts. Refusing to return to work except on the day shift, Alan was told that his employment was terminated.

Alan filed a grievance through his union. Subsequently, he was sent for additional medical assessment, on the shared initiative of the union and the employer. This assessment was performed by Dr. Lipsitz, whose report confirmed that Alan suffered from shift work sleep disorder. In spite of this, the parties were unable to agree on reinstatement, and the issue went to arbitration.

Arbitrator Tanja Wacyk found the employer had an obligation to accommodate Alan's sleep disorder, which constituted a handicap under the Human Rights Code. "The employer was aware the grievor was experiencing medical difficulties," she wrote. "In my view, that alone is enough to trigger the employer's duty to undertake the process to determine what, if any, accommodation is required or possible to enable the employee to return to work. If the employer was confused, or even sceptical, regarding the grievor's difficulties, the appropriate next step was not to terminate his employment. It was, rather—as the employer appeared to realize all too late—to seek further information and assessment."

The arbitrator ordered Alan be reinstated to work in the 3 p.m. to 11 p.m. shift for a trial period. If at the end of this trial period, evidence of the sleep disorder reappeared, then the employer would be required to provide a day-shift position for him.

- 1. What are the symptoms of shift work sleep disorder?
- 2. What careers are listed in the case study that involve shift work?
- Give examples of businesses that are open 24 hours, 7 days a week.
- 4. How do you think time zones, globalization, and the Internet impact on sleep patterns?

Activity 3

Studying Sleep Requirements

Using a variety of sources, answer the following questions.

- How much sleep is required by teenagers and adults?
- What is a normal sleep pattern?
- What are the various stages of sleep?

STRESS, TECHNOLOGY, AND NEW WAYS OF WORKING

Life is becoming increasingly more complex. Working in the Information Age forces people to frequently shift concepts in their work. Research has shown that this shifting causes increased stress. For example, responding to voice mail, e-mail, the Internet, faxes, pagers, and cell phones causes stress. The average worker could shift 60-70 times a day. Multi-tasking (a term once used only for computers)—the performing of multiple functions simultaneously—now applies to some people's compulsion to answer voice mail and e-mail while flipping through regular mail, while having a meeting with someone in the office or talking on the phone. New ways of working, such as the compressed work week—working longer hours over fewer days—can also cause stress as outlined in the following case study.

CASE STUDY

"Compressed" Week Stressful

by Elaine Carey

The compressed work week—designed to help stressed-out working families cope—is making life worse. Working at home and being your own boss are not helping either, Statistics Canada said.

The compressed week is not the "family friendly" arrangement it is promoted as at all, according to an analysis in StatsCan's *Canadian Social Trends*. In fact, 29 percent of women working a compressed week reported being "highly time-stressed," compared with 21 percent of those working a regular week. The comparable figures for men were 16 percent and 15 percent. The reason for this gender difference? Women do most of the cooking and child care—chores that cannot easily be delayed or rescheduled and they are expected to do more on their days off.

"A longer day on the job probably makes dealing with peak stress times (at home)—morning and after work—even more stressful," says the report. "There

may also be pressure on women to accomplish more at home on their 'day off,' since many household tasks are continuous and repetitive, making it difficult to say that the work is finished," it says.

This may explain why only 9 percent of the working women interviewed chose to work a compressed week. The analysis found that three other alternate work arrangements—self-employment, working at home, and shift work—had no impact on juggling work and family time. "If some workers are adopting alternate work arrangements in an attempt to find more time for themselves or their families, then some work schemes are not meeting their expectations," it says. In fact, only two of the seven alternative working arrangements reported by Canadians—working part-time and flextime, where employees choose when they begin and end their work days—are helping with the time crunch.

"I thought these arrangements would be much more helpful than they appear to be," said StatsCan analyst Judith Frederick, one of the report's two authors. The other is Dr. Janet Fast, an associate professor with the department of human ecology at the University of Alberta. "The only thing that appears to be (helpful) is working part-time and there is a big penalty that comes with that—less pay, fewer benefits and pensions," Frederick said in an interview. "When women adopt that strategy, they do not think of the long-term implications, especially if there is a divorce in their future."

About 19 percent of full-time workers say they are highly stressed, compared with just 11 percent of part-timers. One-quarter of women working full-time were highly time-stressed, twice the rate of those working part-time. Only 18 percent of women working flextime hours said they were time-stressed, compared to 23 percent of those working rigid hours.

While more men had flextime hours, it did not reduce their perceived stress at all. The only thing that increased men's time stress was on-call work, such as that done by supply teachers, where they were required to work when specifically requested.

- 1. What is a compressed week?
- 2. Which styles of working produce the most stress?
- 3. Why is flextime and part-time work less stressful?
- 4. Why is there a difference between men and women and their reaction to different ways of working?

MANAGING STRESS

Ideally, people should manage their negative stress by managing what is controllable and modifying what cannot be controlled. Some uncontrollable factors can be reduced, though, such as talking to your supervisor when you are not given enough time to complete your work. Instead of multi-tasking, determine what is important, what should be handled first, and focus on only one or two tasks at a time. You need to step back, assess priorities, and take time to relax. Stress can be controlled by developing a sense of humour, practising proper nutrition and sleep habits, forming realistic goals, understanding stress, learning to relax, preparing for tasks thoroughly, maintaining financial security, and creating a stable personal life.

If you are unable to control your stress, you can seek help from professionals who specialize in this area. Sleep clinics examine your sleep patterns, counselling services help you sort out personal problems that may be causing you stress, and many companies have employee assistance programs that provide counselling services at little or no cost. Your family doctor may be able to help you also.

WORKING CONDITIONS

Chronic or recurring illness is often the result of long-term exposure to inadequate working conditions. Excessive exposure to the factors listed in the following chart can cause work-related illness.

ETHICS in action

You discover a co-worker smoking in the washroom. Smoking in the workplace is against company policy. The smoke does not bother you, but you know another worker who is very allergic to it. What do you do?

Solutions for Poor Working Conditions

Condition	Effect	Solutions		
Monotony of Tasks	Boredom Lack of concentration Poor job performance	 Enlarge demands of the job Match the right person to the job Rotate jobs Demonstrate the value of the job to the overall operation 		
Fatigue	 Physical or mental exhaustion Chronic fatigue leads to an inability to concentrate, irritability, a weakened immune system 	Get enough sleep Eat properly Exercise		
Prolonged Standing or Sitting	Tension and physical discomfort	 Take breaks Stretch Change sitting or standing position Improve design of furniture and equipment 		
Noise (Harmfulness depends poor balance poor balance Irritability postraction Exposure • Hearing loss, speech problems, poor balance Irritability • Distraction • Fatigue		 Direct the path of noise elsewhere Absorb noise with special materials and equipment Use noise-muffling headphones or earplugs 		
Vibration (Rapid back and forth motion from machines or power tools)	 Tingling, numbness, pain, loss of dexterity, whiteness in fingers Long exposure can cause lower back pain Yibration can cause degeneration of the spine 	 Take frequent breaks Use special equipment and supports Maintain equipment properly 		
Illumination (Quality and quantity of light)	Headaches Eye strain Nausea Fatigue Stress Irritability	 Improve artificial light sources Use soft colours and textures for walls and furniture Arrange furniture and partitions to let in natural light Use task lighting 		
Indoor Air Quality (Depends on airborne contaminants, venti- lation, temperature, humidity, and carbon dioxide levels)	 Burning, watery eyes Headaches Dizziness, nausea Numbness in limbs Breathing problems Dry skin 	Pump fresh, clean air into the building		
Radiation (Atoms emitting light, heat, or other energy)	 Varies, depending on length and intensity of exposure Severe burns May harm unborn babies of pregnant employees 	Wear protective aprons or suits Do alternative tasks		
Lack of Cleanliness	 In the workplace, uncleanliness fosters mould, odours, bacteria, corrosion, insects, and rodents In employees, germs are spread 	Maintain a clean work area Use disinfectant Fumigate Practise personal hygiene		

- 1. Classify the solutions in the chart into those that are the responsibility of the employer and those that are the responsibility of the employee.
- 2. For each factor on the chart, list at least five occupations that may be susceptible to health risks if proper precautions are not taken.
- 3. List the health factors and solutions for your first three career choices.

Activity 4

Identifying Who Is Responsible

REPETITIVE STRAIN INJURY

Repetition—doing the same physical task over and over—can cause repetitive strain injury, which is one of the fastest-growing health problems in Canada. Also called occupational overuse, repetitive strain injury is a general term used to describe a range of problems, including carpal tunnel syndrome (compression of nerves in the wrist due to repeated wrist action), tendinitis (chronic inflammation of the tendons), and bursitis (chronic inflammation of any joint). Repetitive strain injury is caused by holding unnatural positions or repeating motions over long periods of time, and it results in painful wrists, elbows, shoulders, or fingers. Workers who use heavy equipment, such as a jackhammer, are susceptible as well as workers who do a lot of computer keyboarding. If these problems become chronic, the methods of treating them are limited. The strain may be alleviated through physiotherapy, supportive devices such as gloves and wrist splints, and, in severe cases, surgery. Preventive measures usually eliminate the need for therapy and surgery. Although repetitive strain injury has been affecting workers for decades, it is difficult to relate the symptoms to a specific job or task because they appear gradually over time. The true impact of chronic job-related illness is just beginning to be realized.

Researching Workplace Health Problems

In groups, research the causes and treatment of an occupational health problem that is of interest to you. Some topics are: repetitive strain injury, eye strain, back problems, fatigue, sick building syndrome (poor air quality). Review the symptoms of stress on page 188 for additional ideas. Find statistics on the impact these health problems have on the workplace. Present your findings to the class.



STRATEGIES FOR GOOD HEALTH Workplace Strategies

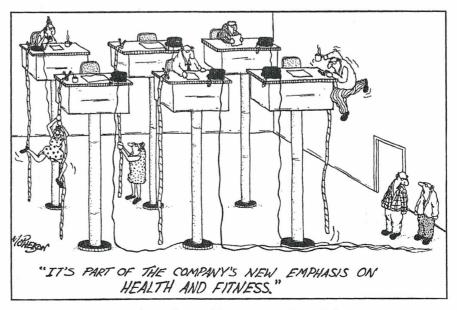
Preventing unhealthy working conditions, as well as promoting measures that maintain good health, is essential to healthy workers and a healthy economy. Employers as well as employees share these responsibilities.

Ideally, employers should provide opportunities and conditions for job satisfaction and employee well-being. They should establish health

policies and support management and supervisory staff in enforcing these policies. They should also attempt to encourage and support awareness of health among employees.

Health policies may include ongoing campaigns to promote employee awareness of health-related issues, good work habits, physical and mental well-being, and stress control. A health support system, required under federal or provincial health legislation, that consists of first-aid supplies and, sometimes, trained personnel or on-staff doctors or nurses, should be organized. Employers and employees may form a health committee whose purpose is to recognize health concerns, evaluate problems to effect solutions, and minimize harmful working conditions. Sometimes unhealthy or harmful working conditions can be eliminated or avoided by improving or modifying facilities and work procedures. In some cases, longer breaks, retraining, or job rotation may be necessary. Some legislation requires employers to isolate a process that can cause illness (such as excessive noise) and make the required physical changes to the workplace to resolve the problem.

Management may tend to focus on short-term health issues, which are more easily identified and solved, but overlook long-term issues. The costs involved in solving some problems may be a factor. If necessary, employees can work collectively to improve conditions through their unions or company health committees. The federal Canada Labour Code regulates workplace standards and procedures, which are enforced by government inspectors. This code gives employees the right to a healthy workplace, to know about foreseeable hazards, to participate in a health committee, and to refuse work that can endanger themselves or other employees. Provincial governments also have legislation to protect employees, to ensure healthy working conditions, and to compensate employees for work-related illnesses and accidents. Other organizations that are concerned with occupational health include federations of labour, occupational health committees, and public-interest research groups.



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Ergonomics

Ergonomics is the study of the physical and mental relationship between a person and his or her work tools, furniture, equipment, and work space. Its goals are to maximize productivity and efficiency and minimize human discomfort. Knowledge from sciences such as physiology and psychology about the limitations and capabilities of human beings is integrated with knowledge from studies in such areas as engineering and management.

Ergonomic studies are done in offices, stores, factories, and other workplaces to evaluate working conditions and make recommendations for correcting problems. Major areas of study in ergonomics include:

- instrumentation, controls, and displays on equipment and machinery;
- effects of work station design on attention, memory, and quality;
- effects of noise, temperature, lighting, and other environmental factors on employee performance;
- effects of fatigue due to shift length, night shifts, and other factors;
- anatomy, body posture, strength, and workplace layout;
- · age, height, mass, ability, and gender differences.

Research one of: the use of colour in the workplace; the effects of stress; sleep disorders; ergonomics; or multi-tasking. Post your findings in a class display. Bookmark your web sites to share with the class.



Sitting Healthy: The Top Five Ergonomic Items

1. Multi-task chair

Look for a chair with easy adjustability. The back rest should adjust forward and back, and up and down. Because arm rests can interfere with your work surface, you may wish to avoid them.

But, because they provide resting support, they are generally a good item to have. If you get arm rests, ensure they are height-adjustable.

2. Keyboard surface

If you are interacting with your desk a lot, use a keyboard drawer. Although it is not height- or tilt adjustable, it allows easy access and provides clearance for knees.

If you are on the computer a lot, select a keyboard arm. It can interfere with knees, but it is more adjustable than the drawer. Look for arms that are fully articulate—adjustable for both height and tilt.

For both ensure they provide sufficient room to include your mousing option.



3. Document holder
To avoid bending your
head back and forth
from page to screen,
place documents at the
same level as your
monitor. Select a
holder that is heightadjustable, large
enough to
accommodate your

paper, and has a clip

and bottom lip.

4. Anti-glare screen
Reflected light on your
monitor can create eye
fatigue or headaches,
and may encourage
you to sit awkwardly,
Ideally, you want to
minimize or eliminate
glare at the source, but
if you cannot, a screen
is a good bandaid.

5. Wrist rest

Look for a flat, soft rest that extends the full width of the keyboard. But do not use it when typing because it can compress the carpal tunnel and encourage repetitive strain injury.

Activity 5

Researching and Applying Ergonomic Functions

- 1. Visit three different buildings, such as stores, restaurants, schools, or offices. Analyze each building in terms of ergonomics. Record the uses of colour, lighting, furniture, and technology in each place by taking notes, photographs, or videos. If you take pictures, be sure to ask for permission first. In writing, comment on your reaction to each building.
- 2. Imagine that you are starting a small business with a few employees in an industry that interests you. How would you design your workplace? In writing, describe your workplace design, including diagrams where appropriate.

Career Connection

Assessing Ergonomics

- 1. The ergonomics checklist that follows can be used to assess your work station and workplace. Modify it as necessary for your placement.
- 2. At your placement or job, complete the checklist. With your supervisor's permission, gather any brochures or training materials your company may have that address health issues. Has an ergonomics assessment been completed for this workplace in the past? If so, ask your supervisor for information about this assessment.
- 3. Discuss with your supervisor the preventive measures that are taken at your placement or job to ensure healthy working conditions. Are training seminars given? Do posters promote good practices? Is there a health committee? Are the employer's and employees' responsibilities clearly outlined?
- **4.** In a report, outline the results of your ergonomic assessment. List the ways you would modify your current work area and explain why you would make each change.

Ergonomics Checklist

Company name:		loh	title:	2.22	
			uuo.	100 T W. W.	
Brief job description	A:				

Work Station

- Is there sufficient space for completing tasks and for the required equipment?
- Is your body supported sufficiently most of the time?
- Is the floor stable and not slippery?
- Is the height of the work surface adjustable for users of different sizes?
- Can you maintain a comfortable posture most of the time?
- Are you standing or sitting uncomfortably for long periods of time?

- Is the work station designed so that people assigned to the job are not restricted by their age, gender, or body mass?
- Was your work station modified in any way for ergonomic reasons? If so, how was it modified?

Seating

- · Is your chair stable and rotatable?
- In a normal working posture, is your back fully supported?
- Can the chair be adjusted easily from a sitting position? (The backrest and height should adjust.)
- Can the chair be moved close to the work surface without difficulty?

Environment

- Is the air temperature within normal levels?
- Is there a continuous supply of fresh air?
- · Are humidity levels acceptable?
- Is noise kept to a minimum?
- Are extremes in well-lit and dark areas avoided?
- Are waste materials disposed of appropriately?

Computer Use

- With your head and body in a comfortable position, is the image size and quality on the monitor acceptable?
- Is there a non-reflective surface on the monitor?
- Are contrast and brightness controls within easy reach?
- Can the keyboard be placed in a comfortable position for typing?
- Do the keys respond well to a gentle touch?

Controls/Displays

- Are displays legible?
- Are controls within easy reach?
- Are dials located near their corresponding displays?
- Is the control layout logical?
- Are controls colour-coded in a sensible way?

Machinery/Tools

- Does the equipment operate smoothly?
- Does the equipment have sufficient safety guards?
- Does the equipment operate within reasonable noise limits?
- Do you use tools that have a quality handgrip?
- Can you avoid vibration in your hands, arms, or body while you work?
- Can you avoid using a twisting motion of the wrist?

Posture/Movement

- Do tasks involve focussing on items at a variety of distances?
- Do your arms and elbows hang loosely at the sides of your body?
- Are your wrists straight?
- Can you avoid leaning over excessively?
- Can you avoid working with your arms raised above your shoulders?
- Can you avoid repeatedly reaching above your head or behind your shoulder?
- Do your muscles rarely get tired, weak, or sore while doing your job?
- Are there ways to change your job to reduce demands on your back?

Personal Strategies

Employees also have responsibilities toward promoting health in the work-place. For example, when you are on the job, report any conditions that you believe are unhealthy or dangerous, know how to use equipment properly, and maintain sensible working habits. Your personal lifestyle can also cause illness that can affect your job performance. Make sure you have regular physical examinations by your doctor, eye doctor, and dentist. In order to help reduce stress and fatigue and to maintain and improve your physical condition, try to fit exercise into your schedule at least three times a week. Proper nutrition will also help prevent illness. What you put into your body on and off the job affects your judgement, behaviour, and reaction times.

As a class, discuss your reactions to mandatory drug testing by companies of their employees. Do you agree or disagree? Why?

Activity 6

Discussing Mandatory Drug Testing

Tracking Your Health

Daily for a week, record in a log the foods you eat, the amount of sleep you get, and the amount of exercise you do. Can you improve any area? How?



EXPANDING YOUR LEARNING

Analyzing Key Concepts

- 1. What major health issues affect workers?
- 2. How can workers influence occupational health policies?
- 3. How can employers influence occupational health policies?
- 4. Describe how health affects productivity in the workplace.
- 5. What habits should you include in your daily routine to remain healthy?
- 6. How can the relationship among people, equipment, and the work environment be improved?

Developing Employability Skills



ACADEMIC SKILLS

1. Create a one-page brochure on the health issue you researched in the Internet Connection activity on page 195. The purpose of the flyer is to heighten awareness of the issue, its prevention, and its treatment. The brochure will be distributed to your co-workers.



PERSONAL MANAGEMENT SKILLS

2. An adult in your household works the midnight shift. Outline what his or her typical "day" would be like—when he or she would sleep, eat, relax, do tasks at home, and socialize. What can you do to help this person adapt to shift work without suffering negatively from working this way?



TEAMWORK SKILLS

3. A co-worker has an annoying habit—for example, he constantly cracks his knuckles. This habit is causing you a lot of aggravation and stress. You have tried numerous times to tell him that you find this annoying, but the habit persists. What can you do to change your response to this habit?

Career Connection

Invite health care representatives such as an occupational health nurse, a physiotherapist, and a chiropractor to your school for a Health Fair. They could set up booths and offer pamphlets and brochures about their profession and occupational hazards related to their field. You could visit the booths and discuss any questions or concerns you might have about your potential career areas.

Researching the World of Work

Choose one career you are seriously thinking about pursuing. Use professional, health, and environmental magazines, newspapers, and the Internet to select a health, safety, or environmental issue that affects workers in the industry. Examples of some issues are the use of chemicals, working high above or deep below the ground, or working with computers. Prepare a report of your findings.

Problem-Solving Situation

You have noticed that a co-worker is exhibiting several major signs of stress. You believe the stress is affecting the person's health and productivity at work. What are several steps you can take to help your co-worker?

Reflective Journal



How important is leisure time for workers today? What will you pursue for leisure activities? Write your response to these questions.