

# Health and Wellness 101 for Supervisors

**LENGTH: 11 MINUTES**

**Production Year: 2024**

## **PROGRAM SYNOPSIS:**

There's a lot to be said about living a healthy lifestyle. There are a number of benefits of feeling happy and healthy, both at home and at work. Your employer may have a health and wellness program that encourages you to engage in activities that promote healthy living. And, even if your company doesn't have a formal program in place, there are a number of things you can do yourself to improve your overall health and wellness. In this program, we'll talk about some of the ways your employer aims to protect your health on the job and also discuss those things each of us can do on our own to promote a healthy lifestyle.

## **PROGRAM OBJECTIVES:**

After watching the program, the participant should be able to explain the following:

- Various health hazards that can be found at work;
- Ways to improve your health;
- What to do when sickness occurs;
- Employee Wellness Programs.

## **PROGRAM OUTLINE:**

### **INTRODUCTION**

- There's a lot to be said about living a healthy lifestyle.
- Employees who are trying to make healthier lifestyle choices, such as eating right and exercising, will want to work somewhere that supports their lifestyle. Or better yet, facilitates and encourages healthier lifestyles through an employee wellness program.
- And, even if your company doesn't have a formal program in place, there are a number of things that you can do as a leader in the company to promote health and wellness in the workplace.
- We all know that the company you work for has a responsibility to provide its employees with a workplace free from recognized hazards that may cause death or serious physical harm.
- The duty to provide such a workplace complies with the Occupational Safety and Health Administration's rules and regulations about workplace safety.
- But what about overall health and wellness? What responsibility do employers have regarding the general wellbeing of their employees? In this program, we'll talk about some of the ways your company is responsible for protecting the health of your workers.
- We'll also discuss optional wellness programs that some employers choose to implement that go above and beyond the minimum expectations of health and safety.

### **HEALTH HAZARDS AT WORK**

- When we talk about workplace safety, we primarily focus on identifying hazards and preventing injuries.
- "Safety" encompasses all of the programs and policies that are intended to protect workers from physical pain or acute, immediate hazards.
- But many workplaces also have health hazards that need to be addressed.
- One example of a workplace health hazard are issues associated with a person's respiratory health. Depending on which industry you work in, your workers may be exposed to hazards that can have short-term or long-term effects on their lungs and respiratory system.
- In order to prevent workers from contracting respiratory health issues, you must provide them with training and personal protective equipment, or PPE, such as respirators.
- Better yet, if you can find ways to eliminate or replace the hazard and avoid the dangerous conditions altogether, that would be better for everyone.
- If you cannot replace or eliminate the hazards, then ask yourself if it's possible to implement engineering and/or administrative controls to mitigate the hazards.
- An example of engineering controls would be adequate ventilation systems.

- An administrative control would be to implement policies that restrict the amount of time per shift that an employee can be exposed to the hazard.
- Another workplace health hazard is noise. Noise exposure can result in hearing loss, tinnitus (or ringing in the ears), and headaches. Typically, the effects of noise exposure develop over time.
- If your employees work in a noisy environment, then you must provide training, PPE (such as ear plugs or earmuffs), and in some cases, annual hearing exams.
- Other workplace health hazards that you must try to prevent include back injuries and other musculoskeletal disorders, bloodborne pathogens that can be transmitted from person to person, heat-related illnesses, and health hazards associated with extremely cold weather.
- Make sure you protect your employee's health by having the necessary programs in place that are relevant to your industry and work environment. Be sure to provide workers with the training required to make these programs successful and always be available to answer their questions and address their concerns.
- Another way that you can protect workers' health is by providing first aid kits throughout your facility. Make sure these first aid kits are adequately stocked and are easy to find.
- Make sure all employees know how to summon help in the event of an injury or medical emergency.
- Your company may have an internal response team that is trained to provide first aid until emergency responders arrive.
- In addition, employees must be made familiar with all aspects of your company's written Emergency Action Plan including how to respond to fire or severe weather emergencies.

### **IMPROVING OUR HEALTH**

- Next, let's learn what each of us can do to improve our own health.
- A few ways that you and your fellow employees can improve your health are by eating right, exercising, reducing stress, and avoiding drugs and alcohol.
- Nutrition plays a major role in your overall health.
- The way you look and feel is largely attributed to the food that you put into your body. Encourage your employees to maintain healthy eating habits both at work and at home.
- One way to do this is to promote healthy food choices via posters and other visuals. Also, make sure healthy selections are available in breakrooms, cafeterias, and at all company functions.
- Proper nutrition can boost your energy levels, help control your weight, and reduce your chances of getting sick.
- Exercise is another important factor that can positively impact a person's health.
- Some workplaces promote exercising by hosting stretching routines at the beginning of the shift. Other workplaces even have a small exercise facility or weight room located in the workplace.
- As a supervisor, try to find ways to promote and support employee exercise initiatives.
- Next, let's discuss another factor that impacts worker health: stress.
- Stress from home can impact your work life, and vice versa. Too much stress can make it hard for you to relax, focus, or think clearly. It can even lead to physical problems such as high blood pressure and ulcers. The same goes for your employees.
- A few ways you can learn to manage your stress is by breathing deeply, meditating, exercising, finding time for your hobbies, surrounding yourself with supportive friends and family, and – if necessary, seeking professional help.
- As a leader within your company, have conversations with your workers about the stressors they have in both their personal life and in their work environment.
- Ask them what you or the company can do to lower their stress levels at work. Work together to find solutions that make sense for everyone.
- And finally, recognize that drugs and alcohol can have serious, negative impacts on all aspects of a person's life, including their health. People who may be addicted to drugs or alcohol can struggle to control their usage and often need to seek professional help.
- As a supervisor, you should always be on the lookout for workers who may be showing signs of drug or alcohol abuse on the job. Follow your company's procedures for handling situations like this. For instance, if you suspect an employee is under the influence while at work, you may need to get the HR department involved and/or administer disciplinary action.
- Of course, you should also try to help employees overcome drug and alcohol abuse problems. Your company may even have a program in place that connects workers to helpful resources in the local area or over the phone.

## **SICKNESS**

- Even if you are in good health, sickness can happen.
- Whether it's a common cold, the flu, or something worse, it's important to take care of yourself and focus on recovering when illness does strike.
- Make sure your employees understand they should NOT come to work if they are sick. Staying home is the responsible thing to do in order to avoid spreading the illness to others.
- And of course, you should seek medical attention as necessary. Get plenty of rest and fluids and follow your doctor's orders.
- The spread of contagious illness can be prevented by frequent handwashing and avoiding touching your face, especially after touching frequently used items such as door handles, phones, or shared tools.
- Cleaning and sanitizing frequently-used objects is also a good idea.

## **EMPLOYEE WELLNESS PROGRAMS**

- The final topic that we're going to cover is Employee Wellness programs in the workplace.
- An Employee Wellness Program is a program that helps workers stay healthy and/or improve their health. Companies offer these types of programs because they understand that having happier, healthier employees benefits their company.
- Examples of what might be included in an employee health and wellness program include free health assessment surveys, discounted gym memberships, access to free resources such as virtual or mobile doctor appointments, confidential hotlines, and more.
- Happy and healthy employees are more productive, more engaged, and less likely to leave or take an excessive amount of sick days.
- A healthier workforce can also translate to fewer injuries. When employees are healthy and physically fit, they are less likely to get hurt when performing routine work activities.

## **CONCLUSION**

- Use the information contained in this program to protect and improve the overall health of your workforce.
- Doing so will have a positive impact on the workers and the company itself.

**HEALTH AND WELLNESS 101 FOR SUPERVISORS  
ANSWERS TO THE REVIEW QUIZ**

1. a

2. b

3. a

4. a

5. b

6. a

7. a

# HEALTH AND WELLNESS 101 FOR SUPERVISORS

## REVIEW QUIZ

Name \_\_\_\_\_ Date \_\_\_\_\_

*The following questions are provided to determine how well you understand the information presented in this program.*

1. Even if your company doesn't have a formal program in place, there are a number of things you can do as a leader in the company to promote health and wellness in the workplace.
  - a. True
  - b. False
  
2. In order to prevent workers from contracting respiratory health issues, you must provide them with training, but they should be responsible for any personal protective equipment needed.
  - a. True
  - b. False
  
3. Another way to protect workers' health is by providing adequately stocked and easy to find first aid kits throughout the facility.
  - a. True
  - b. False
  
4. A few ways that you can improve your own health are by eating right, exercising, reducing stress, and avoiding drugs and alcohol.
  - a. True
  - b. False
  
5. Excessive use of drugs and alcohol has no effect on your relationships, neither at home nor at work.
  - a. True
  - b. False
  
6. Cleaning and sanitizing frequently-used objects can help limit the spread of contagious illnesses.
  - a. True
  - b. False
  
7. Examples of what might be included in an employee health and wellness program include discounted gym memberships and access to resources such as virtual or mobile doctor appointments.
  - a. True
  - b. False