

# One Hour Safety Presentation

The main goal of the Division of Safety & Hygiene is the reduction of accidents and illnesses in the workplace. Toward this goal, the One Hour Safety presentation is designed to support the delivery of a presentation to co-workers in your workplace to help them understand and promote safer and healthier work environments. It is recommended that you take the DSH Training Center course as a background for using One Hour Safety Presentation to train others at your workplace. Call 1-800-OHIOBWC, option 2, 2, for class dates and locations.

The One Hour Safety Presentation contains:

- Transparency Masters from which films can be made to use on an overhead projector,
- Instructor Notes which gives the instructor suggestions and script notations to use during the presentation, and
- Student Handouts which can be copied for those attending the presentation.

Materials are included for a one-hour presentation on each of these topics:

- |  |  |
|--|--|
| ✓ Accident Analysis                                | ✓ Machine Guarding Basics                            |
| ✓ Bloodborne Pathogens                             | ✓ Measuring Safety Performance                       |
| ✓ Effective Safety Teams                           | ✓ Noise & Hearing Conservation                       |
| ✓ Enhancing Safety through a Drug-Free Workplace   | ✓ Personal Protective Equipment                      |
| ✓ Ergonomics Basic Principles                      | ✓ Powered Industrial Trucks Training Program         |
| ✓ Ergonomics Developing an Effective Process       | ✓ Respiratory Protection                             |
| ✓ Hazard Communication                             | ✓ Safety and Ergonomics for Extended Care Facilities |
| ✓ Lockout/Tagout and Safety-related Work Practices | ✓ Violence in the Workplace                          |
|  | ✓ Wellness in the Workplace                          |

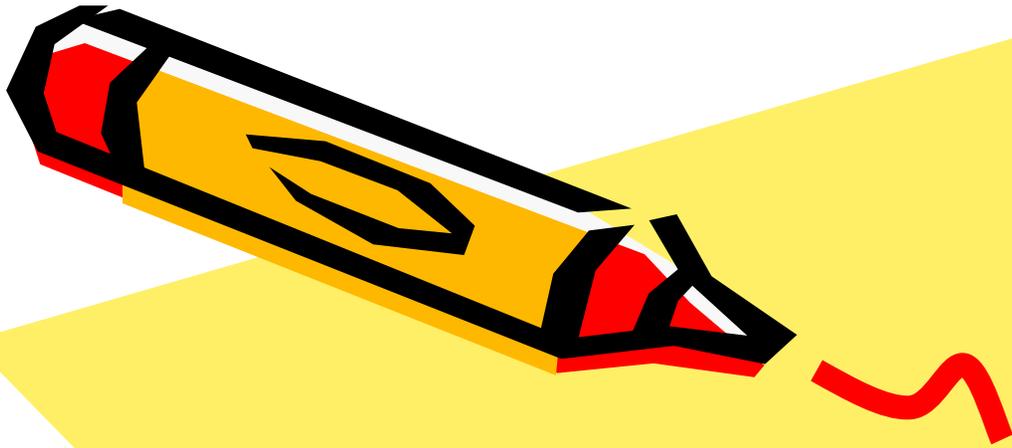
Applications used:

- 1) Text documents (ending in .txt) can be opened with any word processing program.
- 2) Microsoft PowerPoint slides (ending in .ppt) can be opened with the Microsoft PowerPoint program. If you do not have PowerPoint and you do have Windows 95, 98, 2000 or Windows NT operating system, you can view the PowerPoint slides by downloading a free PowerPoint Viewer from the following website:  
<http://office.microsoft.com/downloads/default.aspx?Product=PowerPoint&Version=95|97|98|2000|2002&Type=Converter|Viewer>
- 3) Adobe Reader document (ending in .pdf) contains the One Hour Safety Presentation in read-only format. It can be opened when you download Adobe Reader, which is available free of charge at the following website:  
<http://www.adobe.com/products/acrobat/readstep2.html>

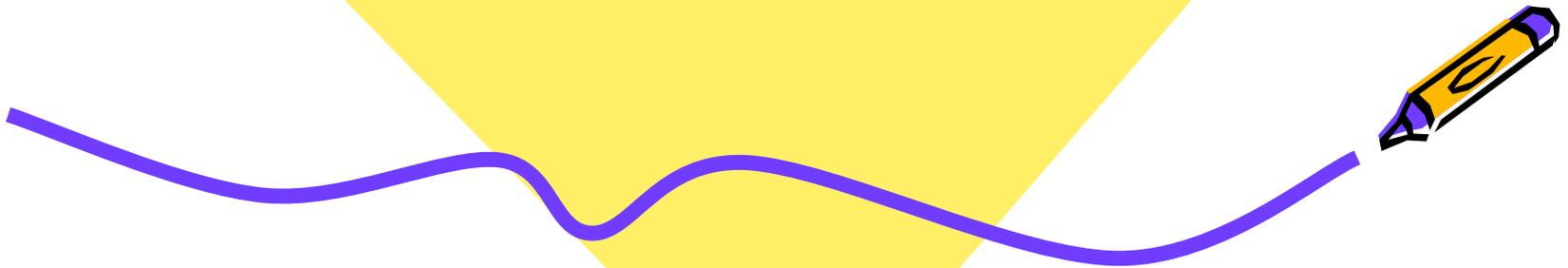
If you have comments or questions about these materials for One Hour Safety Presentation, please e-mail us: [Safety@bwc.state.oh.us](mailto:Safety@bwc.state.oh.us) or call us at the number above.



# Transparency Masters



# Wellness in the Workplace



# What Do Health Risks Cost Your Organization?

## Risk Factor

Smoking

Inactivity

Weight

Depression

High Stress

Hypertension

## **Additional Cost Per High Risk**

## Employee

\$1,429/yr

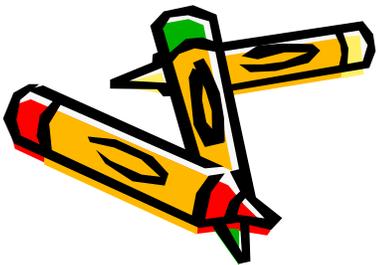
\$495/yr

\$271/yr

\$889/yr

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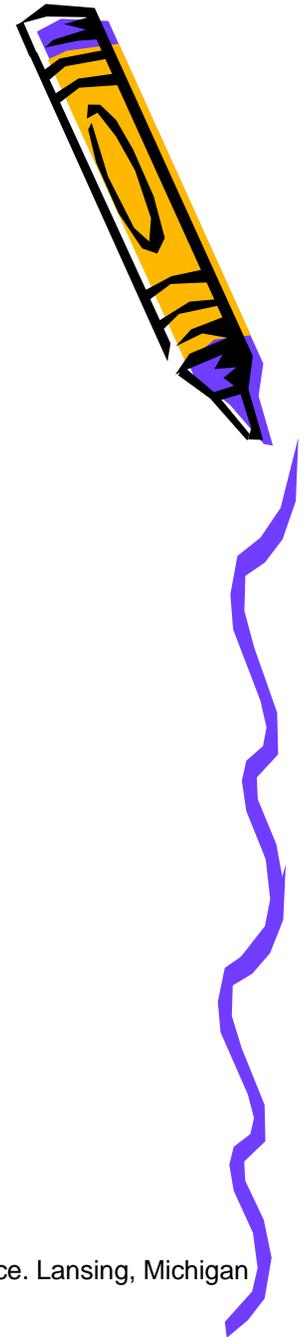


Journal of Occupational and Environmental Med., May 2002

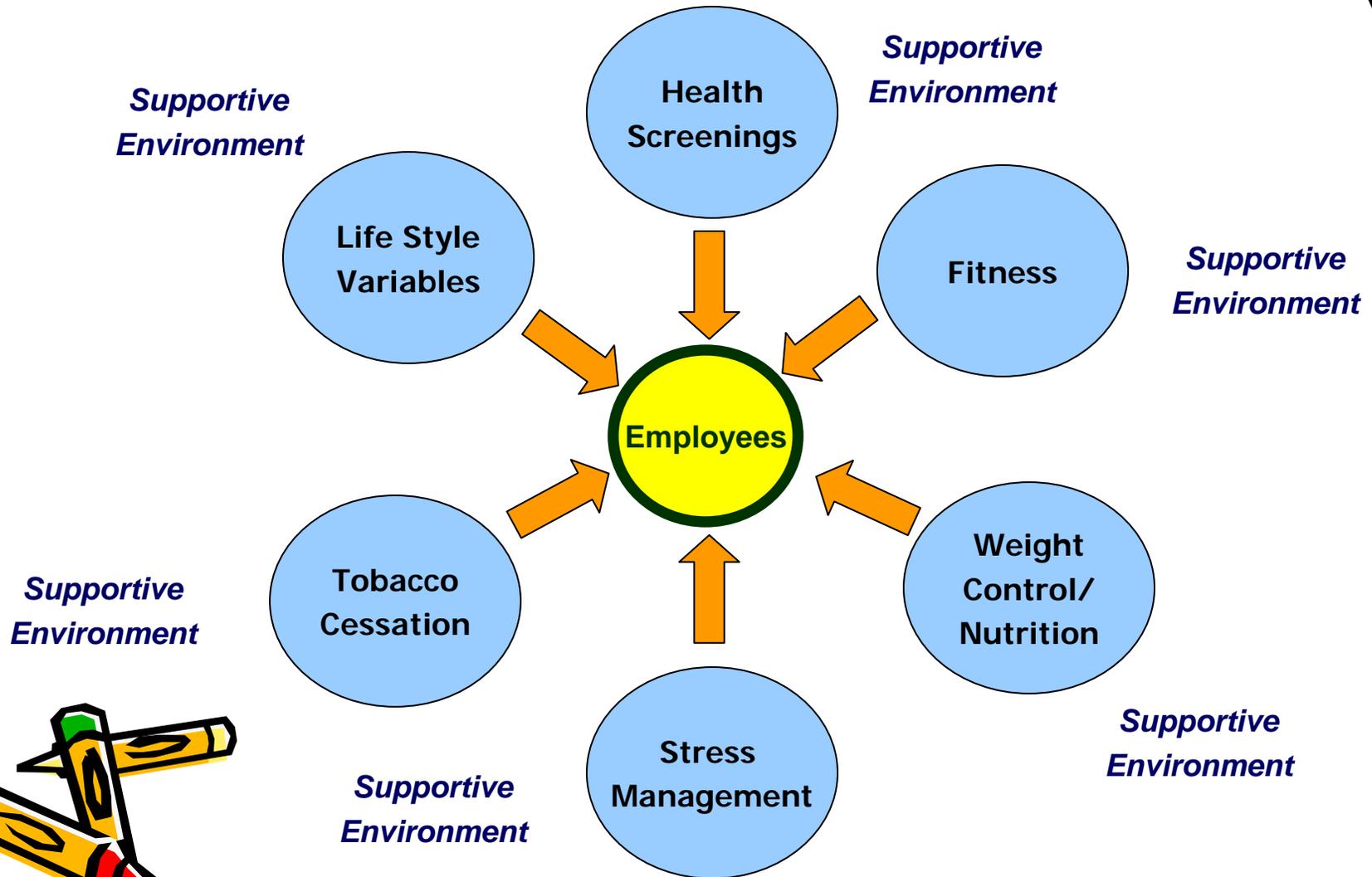
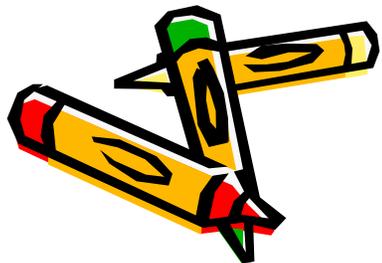
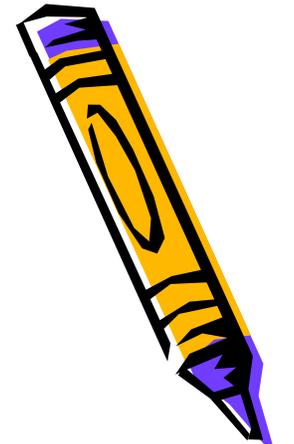
Health Enhancement Research Organization 2000, 2002

Center for Health Promotion. The Dollar (and sense) Benefits for Having a Smoke-Free Workplace. Lansing, Michigan

Michigan Tobacco Control Program 2000



# Typical Wellness Program Elements



# Common Health Screenings

**Blood pressure**

**Stress test**

**Cholesterol**

**Diabetes**

**Cancer prevention**

**Mammogram**

**Prostate**

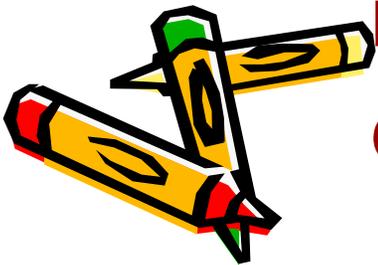
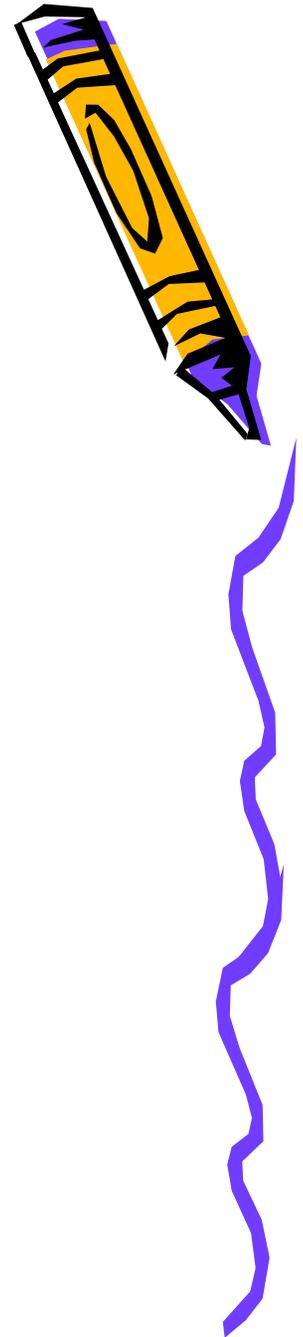
**Skin**

**Colon**

**Pap smear**

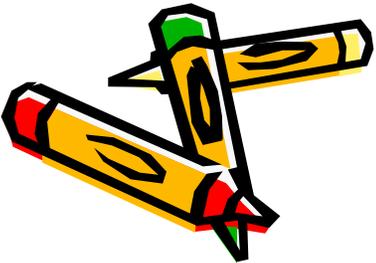
**Body fat / BMI (Body Mass Index)**

**Cardiovascular endurance**



# Activities You May Consider at Your Company

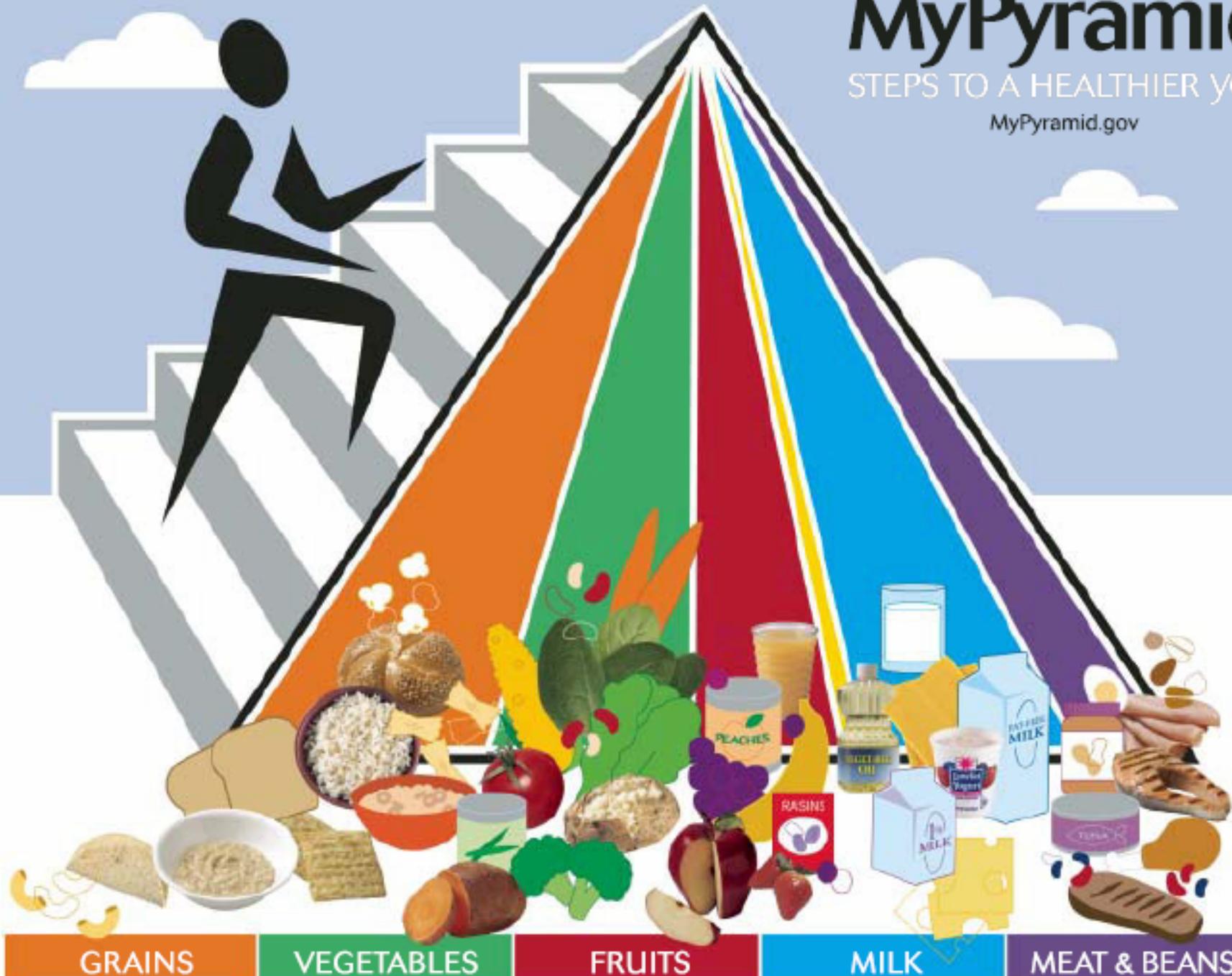
- Walking Program
- Strength Training
- Cardio Programs (running, step, aerobics, etc.)
- Recreational Programs (softball, basketball, volleyball)
- Yoga/Tai Chi
- Stretching/Flexibility
- Posture



# MyPyramid

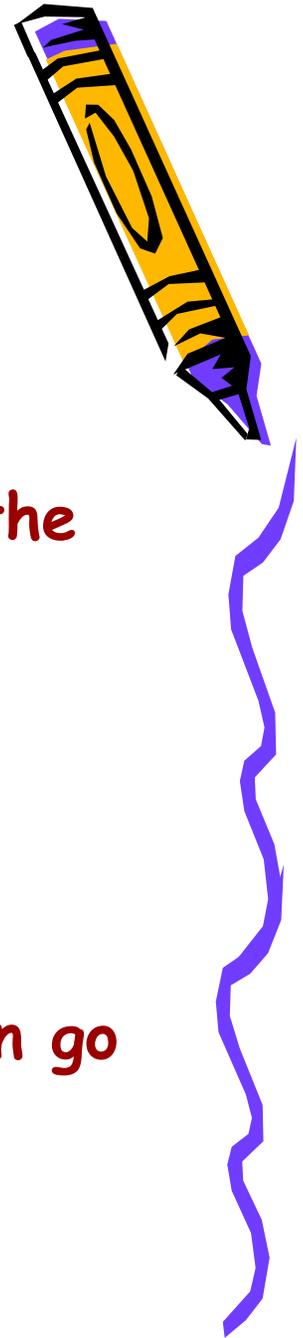
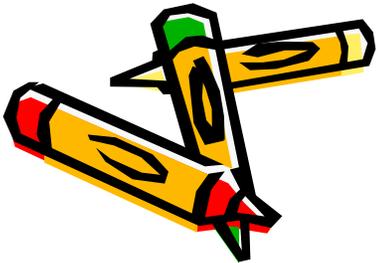
STEPS TO A HEALTHIER YOU

[MyPyramid.gov](http://MyPyramid.gov)



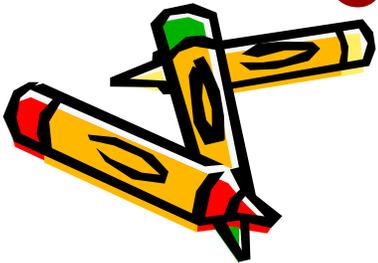
## Stress Reduction Tactics

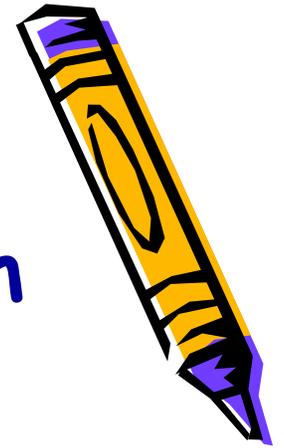
- Organize support groups among employees.
- Sponsor stress management classes during the workday.
- Offer onsite counseling for employees.
- Offer an employee assistance program that includes both counseling and referral.
- Offer onsite yoga or meditation classes.
- Create a quiet room, where an employee can go to regroup away from daily pressure.



# Smoking Cessation: Where You Can Start

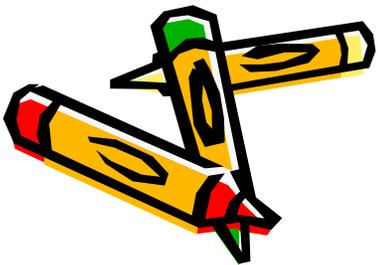
- Reimbursement for Tobacco cessation tools
- Limit smoking areas in the workplace
- Present onsite Tobacco cessation sessions
- Create a "buddy" program
- Offer lung capacity tests





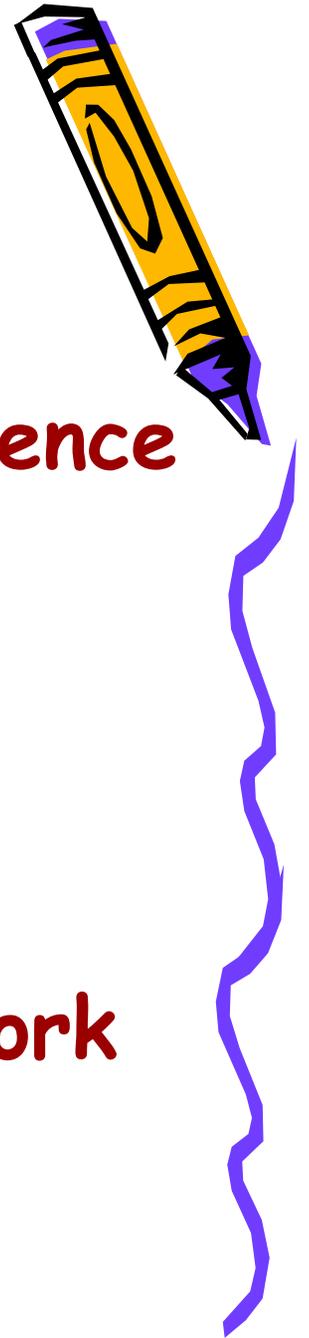
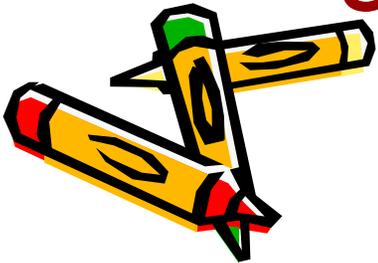
## Basic Steps to a Successful Program

- Management support = Buy in
- Employee involvement = Participation
- Assessing needs & wants = Gather information
- Planning = Set goals & objectives
- Communication = Spread the message
- Implementation = Rolling program out
- Continuous improvement = Evaluate & measure



## Barriers

- Low participation or low adherence
- Program fails to save \$\$
- Level of management and supervisory support
- Starting too big
- Degree of wellness-friendly work environment



# Wellness Programs: What Works?

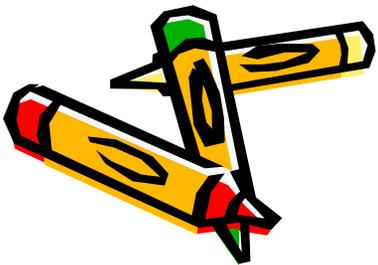
## The programs that work:

- Regarded as strategic investments
- Comprehensive in scope
- On-going & part of the culture
- Focused on specific and measurable goals



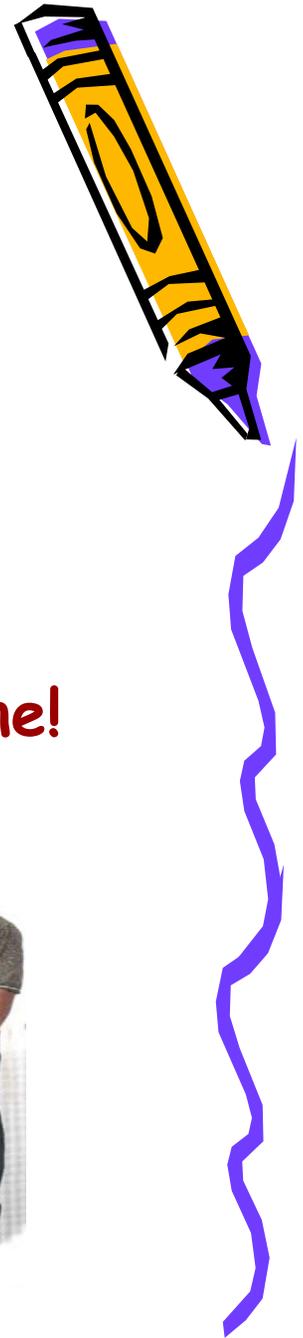
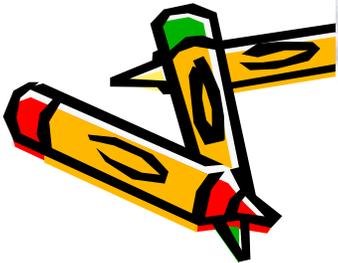
## The ones that do not:

- Overly ambitious at the outset
- "Flavor-of-the-month" programming
- Stop at health education or awareness events
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- Participation is required



# The Bottom Line...

- Value added to your organization
- Healthy people cost less
- Healthy people are more productive
- Healthy people add more to the bottom line!



# Instructor Notes



# What Do Health Risks Cost Your Organization?

## Risk Factor

Smoking

Inactivity

Weight

Depression

High Stress

Hypertension

## Additional Cost Per High Risk

## Employee

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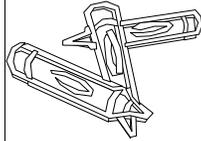
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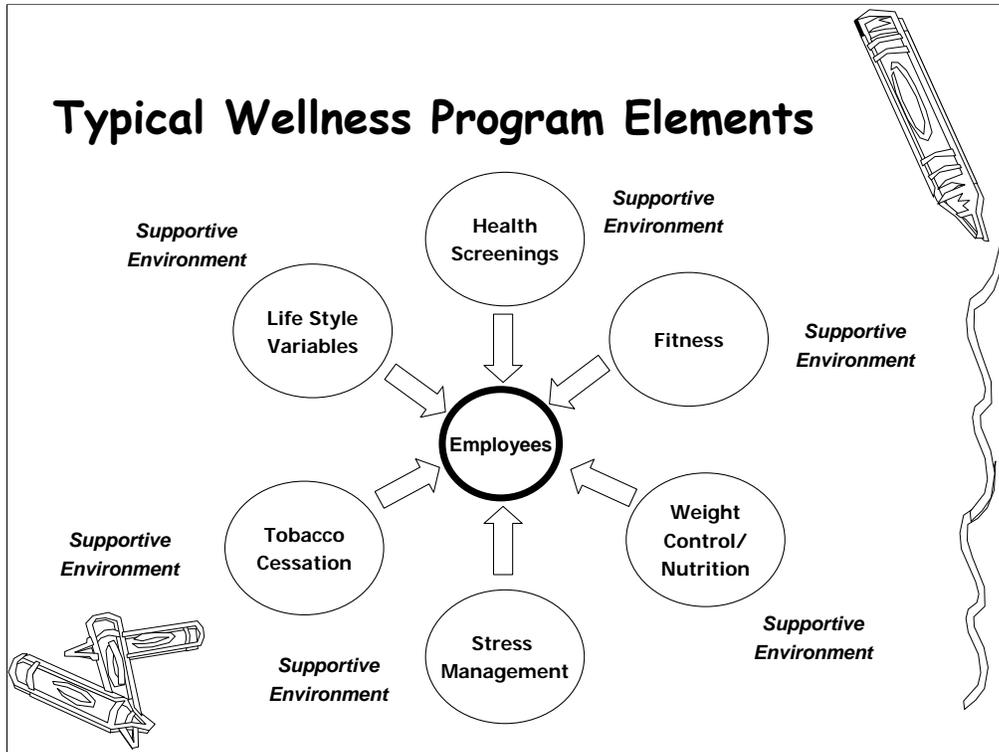
Health Enhancement Research Organization 2000, 2002

Center for Health Promotion. The Dollar (and sense) Benefits for Having a Smoke-Free Workplace. Lansing, Michigan

Michigan Tobacco Control Program 2000



If you don't do anything at all, you are guaranteed this !!!!!



These are the typical elements of a wellness program.

“Life Style Variables” are not commonly covered by wellness programs. They are covered by Employee Assistance Program (EAP), such as:

- Drugs/Alcohol
- Personal Financial Problems
- Anger Management
- Domestic Problems/Violence
- Gambling
- Mental Health Care

Ask the audience: Does anyone have any experience with OTHER Elements?

## **Common Health Screenings**

**Blood pressure**

**Stress test**

**Cholesterol**

**Diabetes**

**Cancer prevention**

**Mammogram**

**Prostate**

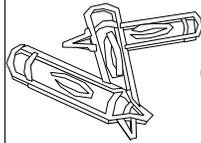
**Skin**

**Colon**

**Pap smear**

**Body fat / BMI (Body Mass Index)**

**Cardiovascular endurance**



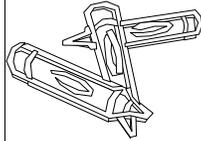
Other tests or screenings (blood test, hearing, sight, dental, etc)

Results from an employee survey will provide the direction for high-impact screening that will cover the broadest population, showing what employees want, what they're willing to be screened for, and their high-risk habits.

Ask the audience: Are there any other screenings you can think of?

## Activities You May Consider at Your Company

- Walking Program
- Strength Training
- Cardio Programs (running, step, aerobics, etc.)
- Recreational Programs (softball, basketball, volleyball)
- Yoga/Tai Chi
- Stretching/Flexibility
- Posture

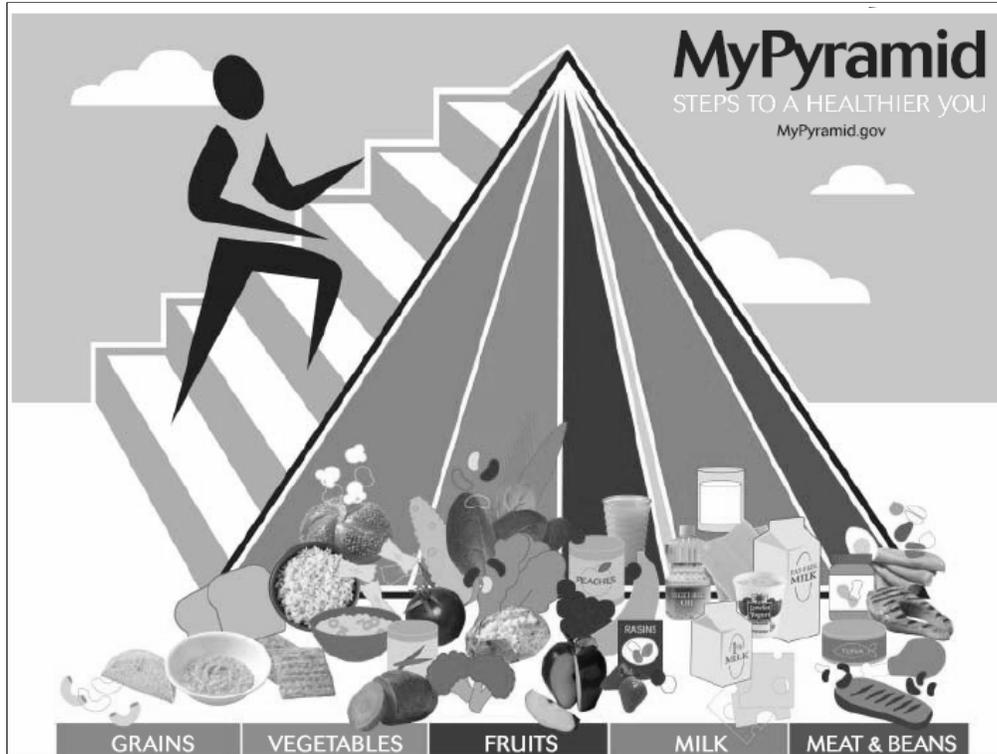


Always have your employees consult with a physician before starting an activity. Some companies may require a liability waiver

- Cardio Programs: Aerobics, step-classes, martial arts, biking, walking, running, etc.
- Recreation Programs: Softball, Basketball, Soccer – Use local school facilities – Do at lunchtime or after work.
- Stretching: Before starting work, at the workstations, on-site programs or outside programs.
- Posture: Slumped shoulders can decrease vital capacity and may cut up to 30% of oxygen to the brain and senses. (Robert Cooper)

All of these could be done on-site, in community centers, health clubs, local schools. Possibly partner with local gyms for reduced membership rates. The company could consider complete or partial reimbursements for fees.

Ask the audience: Can you think of other ideas related to physical activities?



The new Pyramid helps you find balance between food and physical activity.

The width of the bands represent the relative proportions of each group that individuals should consume each day, with grains and vegetables predominating.

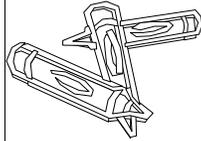
You can go to the web site [www.MyPyramid.gov](http://www.MyPyramid.gov) and enter your age, sex and exercise level and get a personalized profile of recommended daily allowances for each food group.

If possible, demonstrate [www.mypyramid.gov](http://www.mypyramid.gov) to the audience. Use your own age, sex and amount of physical activity to show the personalized profile.

Ask the audience: have any of you gone to this website? If so, what are your thoughts about it?

## Stress Reduction Tactics

- Organize support groups among employees.
- Sponsor stress management classes during the workday.
- Offer onsite counseling for employees.
- Offer an employee assistance program that includes both counseling and referral.
- Offer onsite yoga or meditation classes.
- Create a quiet room, where an employee can go to regroup away from daily pressure.



Ask the audience: What are some other Stress Reduction Tactics?

Possible answers:

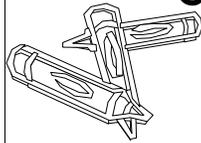
Regular exercise

Lead a healthy lifestyle – proper nutrition

Take one thing at a time

## Smoking Cessation: Where You Can Start

- **Reimbursement for Tobacco cessation tools**
- **Limit smoking areas in the workplace**
- **Present onsite Tobacco cessation sessions**
- **Create a “buddy” program**
- **Offer lung capacity tests**



Many companies have implemented no-smoking policies in the plant. Also, many cities have implemented no-smoking in public buildings.

“Tobacco” includes cigarettes, cigars, pipes, snuff, chewing tobacco.

There are high rates of mouth/throat/lip cancer among tobacco users. Many non-smokers are subject to second-hand smoke risks.

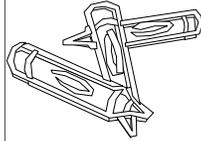
Cessation Tools include: nicotine gum, patches and inhalers. Employer could also pay or reimburse for smoking cessation programs. Pay part up front and the rest after a year of remaining smoke free.

A “buddy” system provides encouragement for those who commit to stop smoking. Conduct lung capacity tests at company health fairs.

Ask the audience: Do you have other ideas on smoking cessation?

## Basic Steps to a Successful Program

- **Management support = Buy in**
- **Employee involvement = Participation**
- **Assessing needs & wants = Gather information**
- **Planning = Set goals & objectives**
- **Communication = Spread the message**
- **Implementation = Rolling program out**
- **Continuous improvement = Evaluate & measure**



Each of the seven steps is important.

**Management support:** wellness programs can save the company money in reducing health care costs, reducing absenteeism & employee turnover, improving morale!

**Employee involvement:** To get a wellness team, ask for volunteers and offer incentives for participation.

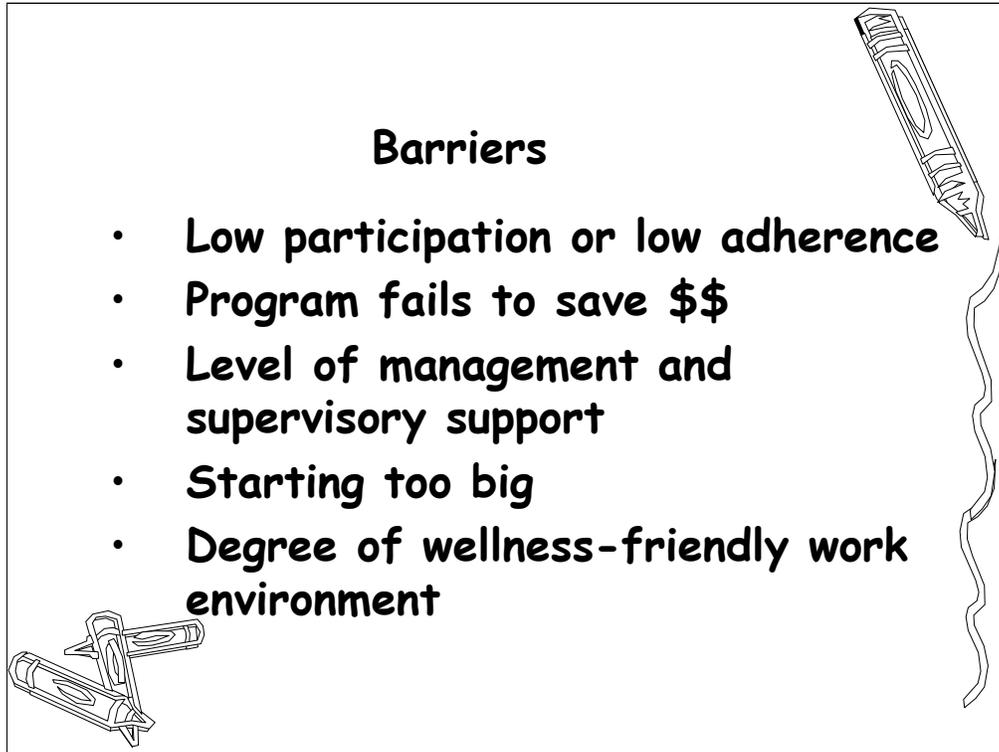
**Assessing Needs & Wants:** Conduct a survey to determine employers / company needs / wants and what employees wants / needs.

**Planning:** Do your homework! Determine short-term and long-term goals.

**Communication:** Promote the program using effective communication and marketing strategies.

**Implementation:** Track health progress of employees.

**Continuous Improvement:** Discuss evaluation, reassessment and benchmarking for effectiveness.



- 1) Low participation in general, or among blue collar workers, employees in lower level jobs, women, workers in ethnic minorities, employees with high-risk health issues. Solutions might be: incentives, personal contact, targeted marketing efforts, management support, peer support, convenient times and locations, needs assessment surveys, and program evaluations.  
Low adherence to fitness programs in particular. Solutions might be individual counseling, education about fitness, incentives, convenient times and locations.  
Also, employees may have family environments that discourage or encourage participation or adherence to wellness programs. Example: smoking cessation.
- 2) Program fails to save money. Solutions might be needs assessment, program evaluation, health risk appraisals, inclusion of families.
- 3) Level of management and supervisory support. Management support is needed to start the program but also to continue it, so measuring results is important. Supervisory support is needed to create a culture of wellness that encourages participation.
- 4) Starting too big. Solution is to be realistic about what can be achieved, establishing goals, objectives and guidelines. Add one program at a time.
- 5) Degree of wellness-friendly work environment: Creating a culture of wellness involves taking care of safety hazards, appropriate lighting, noise levels and ventilation, ergonomics, availability of healthy food on-site, exercise areas, eating areas, restrooms, and break areas.

## Wellness Programs: What Works?

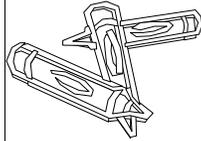
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Just as changing the oil in your car is preventative maintenance for a 'hard machine', so a wellness and workplace safety program is preventative maintenance for the soft machines (people).

## The Bottom Line...

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- Healthy people cost less
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Ask the audience: What are our next steps to implement a wellness program in our workplace?

# Student Handouts




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### What Do Health Risks Cost Your Organization?

<u>Risk Factor</u>	<u>Additional Cost Per High Risk Employee</u>
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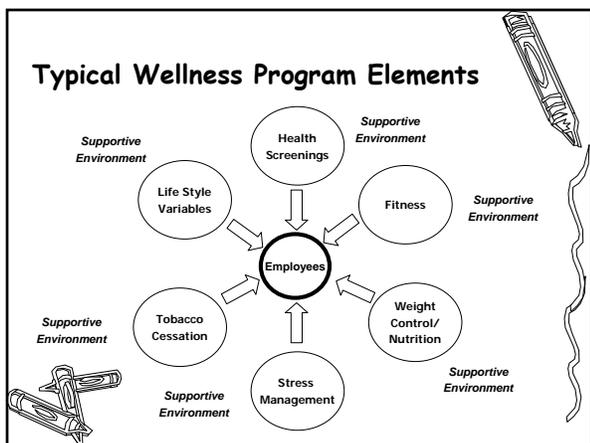
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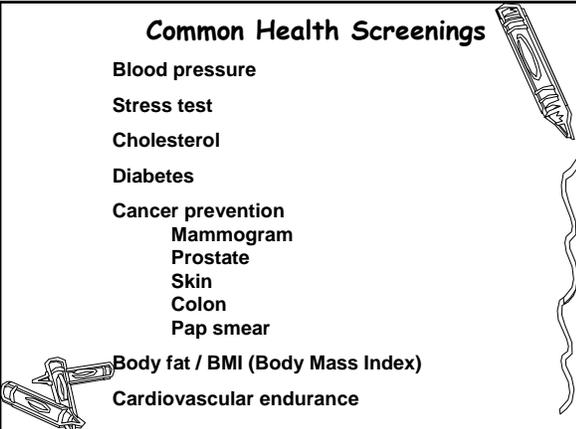
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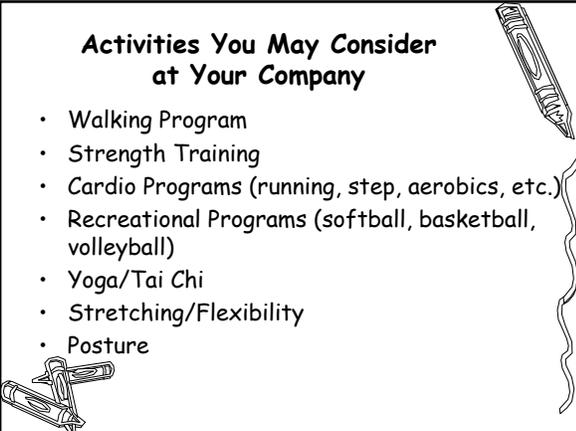
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**Activities You May Consider at Your Company**

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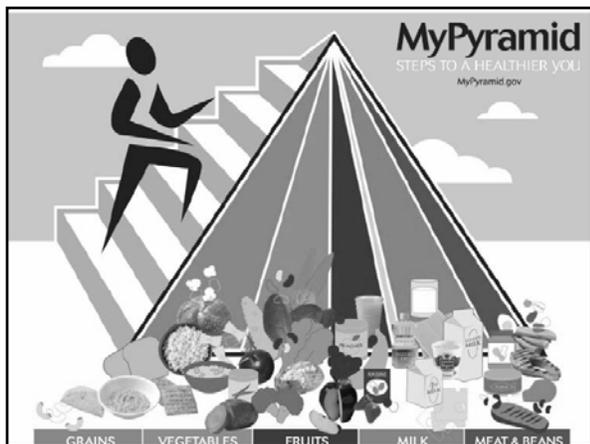
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**Stress Reduction Tactics**

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Where You Can Start**

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