

# Tool Box Talk

## Personal Care & Conduct

### What is Personal Care

Personal care means making positive choices that enhance your physical, mental and spiritual health. This includes things like exercising, eating healthy, getting enough sleep, keeping mentally sharp and stopping unhealthy habits such as smoking.

Personal care not only aids in maintaining overall health but can also help reduce workplace injuries.

It is important to emphasize all areas of personal care. Exercise programs that include resistance training (weight lifting) help build muscle and bone strength, while cardiovascular training improves your heart and respiratory health. The combination of these exercises makes you more resistant to injury.

A combination of healthy eating and exercise will help your body heal if an injury does occur. Staying sharp mentally will help you to identify potential worksite hazards and make quick decisions.

Finally, you should try to build and maintain a circle of trusted friends who will look out for you and support you, on and off the worksite.

### Tips for Personal Care

- Being physically fit helps mental acuity. Exercise helps blood flow to the brain and reduces stress.
- The brain can be exercised similarly to a muscle. Learning new skills and performing challenging tasks helps exercise the brain.
- Alcohol is not the only substance that can inhibit judgment. Many prescription and over-the-counter drugs can slow decision-making and reaction times. You should always check with a pharmacist and/or your supervisor if it is safe to work while using certain medications.
- Make personal goals for your well-being. Take personal care because you want to, not because you need a New Year's resolution.

### Personal Conduct

Personal conduct refers to how you behave and act in the workplace. Good personal conduct comes from being respectful, honest and mindful of others.

Your personal conduct shows who you are as a person, so it is beneficial for you to avoid negative workplace behaviours and maintain a happy, respectful workplace.

### Harassment

The Saskatchewan OHS Act defines harassment as conduct, comments, displays, actions or gestures that have a lasting, harmful effect on the worker.

This includes things like yelling at others, swearing, starting rumours or any unwelcome physical contact.

Harassment can also be unintentional. Humour and jokes are good for worker morale, but should not put anyone in harm's way emotionally or physically.

Things like shaking a co-worker's ladder or shooting compressed air at him/her can result in serious injury.

Remember not to take any unnecessary risks with the safety of others.

### Other Tips for Personal Conduct

- Showing up on time gives the impression that you care about your job.
- Try to stay positive whenever possible. Your positive attitude will pass on to others, making work more pleasant for everyone.
- Maintain a level head when resolving conflict. If you lose control during an argument, you may end up saying or doing something you will regret.
- Try to help others whenever possible. Your supervisors will notice your helpful attitude.

