

6. Self Care

- **Holistic Life Balancing and Management Process**
- **Healthy People, Families and Communities**
- **Personal Management Plan**
- **Conditions That Facilitate Change**
- **My Leisure Resources Inventory**
- **Healthy Workplaces**

Holistic Life Balancing and Management Process

(Source: Flo Frank's Toolbox)

The concept is to look at all the things that we juggle or use to measure and define our state of "being". Our health and identity are often a combination of physical, emotional, spiritual or financial health and how we feel about the way in which we belong in our own world. How we are recognized or rewarded also impacts on how we behave and what we value. Aging, increased awareness, and the stress brought on by change have taken their toll on people and there is an expressed need to learn more about how to recharge ourselves.

Often the assistance that is available is fragmented, although some progress has been made to combine certain aspects in a more holistic way. For example, career planning has broadened out to include more than just employment goals. Health stores sell products for all aspects of physical well being and can connect us to other related wellness service providers. More connectedness is needed when we ourselves are looking at all the aspects of our lives.

This tool is a start at integrated life management and is designed to help people make choices, set goals and find ways in which to realign or boost energy and satisfaction in each topic area.

The topic areas have been collected into four main categories:

1. Self
2. All My Relations
3. Heart and Soul
4. Support

The Purpose As Expressed By A Variety of Different People

We Are Seeking: Balance – Understanding – Light On The Path
Increased Comfort, Better Use of Time, Happiness and Joy
Optimism, Belief, Gratitude, Appreciation, Wonder, Respect, Pride
Communication, Connections, Creativity, Commune, Financial Security

Areas of Personal Management

The following are the ten stepping stones to health and wellness – each needs a path that can easily be followed – based on personal goal setting and positive outcomes.

Body

Food, fitness, image, fresh air, sleep, herbs and cures, prevention

Mind

Use brain, think, plan, learn – develop intellect

Spiritual

Exploring, understanding, getting comfortable – connect to a higher source outside ourselves

Soul

Appreciation for the environment - ecology, nature - outdoors. Personal ethics and integrity – The higher source within ourselves

Culture and Creativity

Music, art, community, culture, find identity and explore potential

Career

All that you do – for a living and for your interest

Financial

Money, investment, creation of wealth, debt – management

Social and Leisure

What you do for fun and with friends and family

Sexual

Understanding sexuality, relationships, identity and self-esteem

Wonder

Maintaining a sense of wonder. Knowing that there is always more to know and learn.

Healthy People, Families and Communities

(Source: Flo Frank's Toolbox)

This is a new way to look at community development.

People and communities have much in common. For example, they both have an identity, health, attitudes, finances and esteem – all of which need to be developed in a healthy manner.

We may be able to find a more holistic approach to being stronger, happier people living in more highly valued communities – not because of the value of the real estate, but more the quality of living and the people who are making it that way.

A Balanced Life - Reaching Your Potential

Set A Goal for One Topic In Each Area

<p>SELF HEALTH & IMAGE</p> <p>Body Mind Sexuality</p>	<p>HEART & SOUL</p> <p>Nature – Ecology Ethics and Integrity Culture and Creativity Wonder – Awe – Hope – Love Loss – Fear – Disappointment Spirituality</p>
<p>ALL MY RELATIONS (things within your domain or control)</p> <p>Family Parents, Kids, Grandkids Partners and Lovers Friends Social and Leisure Pets and Plants</p>	<p>HOME & OTHER SUPPORTS</p> <p>House/Home Management Financial Career/Business/Job Community</p>

Personal Management Plan

(Source: Flo Frank's Toolbox)

Name:

Date:

My Overall Goals Are:

Goal One: _____

Action To Be Taken:

When:

What Is Needed and How Will You Get It:

Desired Outcome:

Goal Two: _____

Action To Be Taken:

When:

What Is Needed and How Will You Get It:

Desired Outcome:

Goal Three: _____

Action To Be Taken:

When:

What Is Needed and How Will You Get It:

Desired Outcome:

Goal Four: _____

Action To Be Taken:

When:

What Is Needed and How Will You Get It:

Desired Outcome:

Conditions That Facilitate Change

(Source: Flo Frank's Toolbox)

People and organizations tend to change. . .

1. When they have participated in the decision to change.
2. When the rewards for change exceed the pain or cost of change.
3. When they see others changing, particularly when the change is supported by valued persons.
4. When they are in an environment free from judgment and supportive of change.
5. When they have the competencies, knowledge or skills required by the change.
6. When (and to the degree that) they trust the motives of the person or persons attempting to induce change.
7. When (and if) they are able to influence the person or persons who are attempting to influence them.
8. When (and to the degree that) they see the change has been successful, especially if they are able to gather data for themselves.
9. When they can maintain the changes in a series of small steps or as a total change in the way of life.
10. When (and if) there is public commitment to the change.

And – they tend to resist change to the degree that they feel it is imposed upon them.

My Leisure Resources Inventory

(Source: Manitoba Recreation Director's Handbook)

Resources for my self-development

1. Arts, crafts, hobbies or sports that I would like to learn or learn better:

- A _____
- B _____
- C _____
- D _____

2. Schools, libraries and other places where I can take classes or learn more about things that interest me:

- A _____
- B _____
- C _____
- D _____

3. Things about myself that I would like to change or improve:

- A _____
- B _____
- C _____
- D _____

Resources for my self-enjoyment

1. Persons I enjoy being with and would like to be with more often:

- A _____
- B _____
- C _____
- D _____

2. Places I would like to go (or would like to go soon):

- A _____
- B _____
- C _____
- D _____

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3. Activities, organizations and/or programs in which I like to participate:

- A _____
- B _____
- C _____
- D _____

4. Books I like to read (or reread), movies I want to see (or see again) television programs I like to watch, and other cultural opportunities I enjoy:

- A _____
- B _____
- C _____
- D _____

Resources for my self-support

1. Friends or relatives I can call or visit when I am lonely or bored:

- A _____
- B _____
- C _____
- D _____

2. Church or community groups that will offer me fellowship and support in times of need:

- A _____
- B _____
- C _____
- D _____

3. Professional services which are available to me (e.g. doctor, lawyer, spiritual leader, social worker):

- A _____
- B _____
- C _____
- D _____

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4. Things I can do when I feel down:

- A _____
- B _____
- C _____
- D _____

Resources for my self-expenditure

1. Persons for whom I like to do something very special:

- A _____
- B _____
- C _____
- D _____

2. Agencies, institutions and/or organizations in my community, which can use my help:

- A _____
- B _____
- C _____
- D _____

3. Things I enjoy doing for other people:

- A _____
- B _____
- C _____
- D _____

4. Special talents or skills that I am ready to offer anyone in need:

- A _____
- B _____
- C _____
- D _____

Healthy Workplaces

(Source: Health Canada)

Research suggests that three basic factors affect workplace health:

Healthy workplaces are physical and social environments that support individual and organizational health.

When health is promoted in the workplace:

- Employers can look forward to less absenteeism, lower turnover rates, and increased productivity and job satisfaction
- Employees will experience improved health, reduced work related stress and illness and an improved balance between their work and family obligations.

Environmental factors include

- Physical conditions of the workplace (noise, indoor air quality, ergonomics,)
- Work schedules (shift work, overtime); and,
- Distribution of responsibilities and relationships between co-workers and supervisors.

Personal resources include

- Employees' sense of control over their health;
- Employees having a say in decisions that impact them in the workplace; and,
- Social support from co-workers, family and friends.

Health practices are lifestyle choices that include, among others,

- Physical activity;
- Eating habits; and,
- Amount of sleep.

The following is a list of questions and answers that are commonly asked regarding workplace health issues.

- What are the temperature and humidity standards for workplaces in Canada?
- How do I know if the indoor air quality at my work is a threat to my health?
- How do I set up an occupational health and safety program at my work?
- What is workplace violence/harassment?
- What are scent-free policies?
- What ergonomics are recommended in an office setting?
- What should I do if I get injured on the job?
- What is the WHMIS and how does it protect me against exposure to hazardous materials

What are the temperature and humidity standards for workplaces in Canada?

There are many factors directly related to different kinds of jobs, such as the physical demands of your job or working outside. There is no single value for a maximum temperature or humidity at your work place. There are, however, standards provided by the Canadian Standard Association (CSA)

- Summer conditions (light clothing) – if the relative humidity is 30%, then the acceptable temperature is 24.5-28°C.
- Summer conditions (light clothing) – if the relative humidity is 60%, then the acceptable temperature range is 23-25.5°C
- Winter conditions (warm clothing) – if the relative humidity is 30%, then the acceptable temperature range is 20.5-25.5°C
- Winter conditions (warm clothing) – if the relative humidity is 60%, then the acceptable temperature range is 20-24°C

How do I know if the indoor air quality at my work is a threat to my health?

If you feel better after leaving work or on weekends or if other people who work in the same area as you also report symptoms, it would be a good idea to investigate the air quality at your work. The Canadian Centre for Occupational Health and Safety (CCOHS) provides some helpful tips on indoor air quality in the workplace. The CCOHS provides a list of common symptoms often associated with poor indoor air quality and offers a health survey that can identify if there is a problem with the air quality at your work.

Other useful resources on conducting investigations at the workplace include:

- Inspection means prevention
- Workplace inspections – a matter of health and safety
- Effective workplace investigations

How do I set up an occupational health and safety program at my work?

First we recommend you identify the legislation and regulations that apply to your workplace. Please visit our Workplace Health Strategies section to find out about your legal responsibilities. Next, your organization should establish an occupational health and safety policy that explains the objectives and basic intentions of the organization in relation to workplace health. Health and safety programs include many distinct elements, including roles and responsibilities, health and safety rules, education and training, procedures for reporting accidents, inspection requirements, emergency protocols, and promotion activities. A good program should also be allocated sufficient financial and human resources, have management buy-in, and be evaluated over time to test their effectiveness so that ongoing improvements can be made.

For more information on how to set up an occupational health and safety program at your work we recommend visiting the Canadian Centre for Occupational Health and Safety for their list of Basic Program Elements

What is workplace violence/harassment?

Violence and harassment in the workplace may include physical and non-physical harm caused by bullying, mobbing, verbal insults, sexual or racial harassment and intimidation. These acts may be repetitive and are unwanted sources of hostile attention that often affect the dignity and psychological well-being of a person who is victimized. Legislation on violence and harassment in the workplace varies across Canada. Some provinces have put in place regulations on violence, bullying, personal and psychological harassment. We recommend you contact your regulatory body to find out more.

If your workplace is federally regulated you are protected by Part 20 of the Canada Occupational Health and Safety Regulations: Violence Prevention in the Workplace.

What are scent-free policies and how does an organization set one up?

A scent-free policy is one example of a workplace-wide initiative meant to minimize allergic reactions. These may be caused by chemicals found in perfumes, air fresheners, or aftershave. We recommend that organizations interested in setting up a scent-free policy conduct a survey of employees to determine how severe and frequent allergies are in the workplace. While assessing the allergy situation of your workplace, you may also ask employees to provide feedback on the development of a policy. Whenever a workplace initiative is being established we suggest that support be obtained by the health and safety committee and management. It is also useful to assign a person to oversee the development of the policy. Communication is also very important and may involve flyers in payroll envelopes or posters in common areas.

What ergonomics are recommended in an office setting?

It is recommended that your chair include backrests, armrests, and a stable seating surface. Armrests reduce the strain on the shoulder and neck muscles when working with a keyboard and/or mouse, while the backrest is designed to reduce slouching that may lead to ligament and disc injuries. The most preferable workstation will enable varying your posture regularly throughout the day. You can achieve a healthier workday by varying your tasks, alternating between computer work and non-computer work, alternating between sitting and standing, or getting up regularly to walk and do light stretching.

You can find out more by reading the Canadian Standard Association (CSA) standard on office ergonomics.

What should I do if I get injured on the job?

If you are injured while at work you should notify your employer. If you need medical treatment or cannot continue to work following the accident, your employer is required by law to report your injury to the Workers' Compensation Board (WCB) of your jurisdiction within 72 hours. It is also recommended that you visit your health care provider. If you are seriously injured they must inform the WCB within 48 hours. Finally, WCBs also request that employees submit their own report of the injury. We encourage you to visit the Association of Workers' Compensation Boards Web site to find a list of provincial Worker's Compensation Boards. If you are employed by the federal government please visit the Human Resources and Social Development Canada Website.

What is the Workplace Hazardous Material Information System (WHMIS) and how does it protect me against exposure to hazardous materials?

The Workplace Hazardous Material Information System (WHMIS) applies to all Canadian workplaces. To be compliant with WHMIS, employers are required to establish education and training programs for workers who work with hazardous materials. They must also ensure that products are labelled and that Material Safety Data Sheets are present for each product and readily available to workers. Workers also have responsibilities under WHMIS. They are required to participate in the training and education sessions and must inform their employers when labels on containers have been accidentally removed or are no longer readable. In Health Canada, WHMIS falls under the mandate of the Product Safety Programme. Please direct any inquiry regarding WHMIS to the National WHMIS Office.