



# Toolbox Safety Talks

## Anxiety in the Workplace

- 1) What are the hazards involved with anxiety in the workplace?
  - a. Anxiety can affect your safety and the safety of your coworkers
- 2) How to recognize stress
  - a. Excessive drinking or smoking
  - b. Being sick more often
  - c. Mood swings, including impatience, irritability, and feeling sorrowful, especially if the changes are erratic
  - d. Poor quality of sleep
  - e. Loss of enthusiasm for anything, including things which you once had a vested interest in and enjoyed.
  - f. Being unable to concentrate and having problems with your memory
  - g. A loss of sex drive or interest in intimacy
- 3) How do we combat anxiety?
  - a. Write down everything you have to do when you're feeling overwhelmed. Set a time frame, then block out when you will accomplish what
  - b. Concentrate on one task at a time. Stressing about work you haven't done yet only detracts from accomplishing the task at hand.
  - c. Manage your energies wisely – prioritize your workload and put in less effort for low-priority jobs; avoid expending energy on unimportant tasks
  - d. Delegate responsibility and get outside help if you feel overwhelmed
  - e. Reward yourself for accomplishing things
  - f. Take small breaks during work; close your eyes and strip your mind of work-related thoughts
  - g. Exercise regularly to maintain your health and release stress, or take up a hobby
  - h. Ask yourself, "Is the situation at hand really that serious that I should become stressed-out about it?"
- 4) Has anyone here ever recognized that they were stressed? Why? What did you do?
- 5) Why are employees at our worksite stressed?
- 6) Is there a way to eliminate stress at our workplace?
- 7) Has anyone ever been in an accident due to being stressed out?



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**Date Presented:** \_\_\_\_\_

**Presented By:** \_\_\_\_\_

### Attendance Sheet
