****The holidays come with plenty of joy; spending time with friends and family; giving gifts; decorating the house and enjoying all the holiday goodies.

**Disconnect   
from Work**

The holidays can also come with a bit of stress. Balancing family expectations with work commitments and social obligations.

On your days off, its important to disconnect from work and not feel obliged to respond to issues out of defined work hours. Depending on the nature of work you may feel it is difficult to disconnect. Disconnecting from work is a skill that should be encouraged to develop

**Tips on how to disconnect from work:**

* Turn off your work communication device.
* Turn notifications off on your phone.
* If you work remotely, turn off your computer and put your paperwork away.
* View relaxation as an investment. Your brain is a muscle, and it needs some downtime to rest and recover.

Here are a few tips to help make this season a bit less stressful:

1. **Plan.** Create a calendar, noting activities that will be held. Remember to block sometime off for yourself to relax and enjoy the holidays.
2. **Prioritize.** You may have things on the go. Prioritize what needs to be done for the day.
3. **Keep it simple.** If you are working through the holidays, you may have less time for things like shopping, cooking, or social events. Simplify your plans and reduce your stress.
4. **Set limits.** Make a budget and suggest a secret Santa.
5. **Take a day off.** It may be difficult to do but try a single day where you have no responsibilities.
6. **Exercise.** A 30-minute walk can go a long way to relieve stress.
7. **Treat yourself.** Enjoy the holiday treats in moderation. Have a healthy snack before the party or bring a healthy snack.
8. **Keep a journal.** Expressing yourself after a stressful day can help you gain perspective, release tension, and even boost your body’s resistance to illness.
9. **Volunteer.** Do something to help others is a good way to lift your spirits.
10. **Breathe.** When feeling stressed, stop and take a few slow, deep breathes.
11. **Be Present.** Slow down and take a few seconds to observe and enjoy everything around you.

**Disconnect from Work**

* Feeling tired and drained most of the time
* Frequent headaches or muscle pain
* Change in appetite or sleep habits
* Lowered immunity
* Sense of failure and self doubt
* Feeling helpless or defeated
* Isolating from others
* Procrastinating, taking longer to complete tasks
* Using food, drugs or alcohol or cope

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| **MEETING DESCRIPTION** | | | |
| **Meeting Date:** |  | **Time:** |  |
| **Location:** |  | **Supervisor:** |  |
| **Number in Crew:** |  | **Number Attended:** |  |
| **Attended By:** |  |  | **Absent** |
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| **REVIEW ITEMS FROM PREVIOUS MEETING** | **INCIDENTS/INJURIES REVIEWED** |
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| **TOPICS DISCUSSED** |
| 1. **Psychological Health & Safety: Mental Health & Holidays** |
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| **WORKERS CONCERNS** |
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| **CORRECTIVE ACTIONS TO BE TAKEN** |
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| **MEETING CONDUCTED BY** | | | |
| **Supervisor:** |  | **Manager:** |  |
| **Date:** |  | **Date:** |  |