



 **ABC** | TOTAL
HUMAN HEALTH
Associated Builders and Contractors

HEART | BODY | SOUL | MIND

TOOLKIT

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Introduction

About ABC

Associated Builders and Contractors (ABC) is a national construction industry trade association representing more than 21,000 members. Founded on the merit shop philosophy, ABC and its 70 chapters help members develop people, win work and deliver that work safely, ethically and profitably for the betterment of the communities in which ABC and its members work. ABC's membership represents all specialties within the U.S. construction industry and is comprised primarily of firms that perform work in the industrial and commercial sectors.

- ABC is the merit shop construction industry's voice with the legislative, executive and judicial branches of the federal government and with state and local governments, as well as with the news media.
- ABC's mission is the advancement of the merit shop construction philosophy, which encourages open competition and a free enterprise approach that awards contracts based solely on merit, regardless of labor affiliation.
- ABC's objective is to deal with issues on an industry-wide basis through its national office and chapters.
- ABC's activities include government representation, legal advocacy, education, workforce development, communications, technology, recognition through national and chapter awards programs, employee benefits, information on best practices, and business development through an online contractor search directory.

ABC was founded in 1950 when seven contractors gathered in Baltimore, MD., to create an association based on the shared belief that construction projects should be awarded on merit to the most qualified and responsible low bidders. The courage and dedication of those seven contractors helped to quickly spread the merit shop. Today, ABC is recognized as one of the leading organizations representing America's business community and the merit shop construction industry.

About the Total Human Health Initiative

ABC members care about their employees. Not only do they want to send them home safe at the end of the shift, they also want them to live a healthy lifestyle and enjoy the abundance life has to offer through their careers and beyond. ABC has always been a leader in the industry and as part of a future enhancement to ABC's coveted STEP world-class safety management system, we are excited to announce the Total Human Health Initiative. This critical link in our STEP Program has been designed to help members focus and improve the complete health, wellness, and livelihood of their employees. The THHI program matrix and resources were designed to provide simple and effective means and methods to build and customize any member program from basic to advanced regardless of the size of your organization.

The Total Human Health Initiative encompasses multiple dimensions of health organized within four, simple and easy to remember categories: **Body, Heart, Mind, and Soul.**

HEART

Emotional wellness is an ability to cope effectively with life and build satisfying relationships with others. People with healthy emotional wellness feel confident, in control of their feelings and behaviors, and are able to handle life challenges. Working through life challenges can build resiliency as we learn that setbacks can be overcome. Emotional health can be maintained or improved by engaging in regular leisure and recreational activities.

Social wellness is a sense of connectedness and belonging. The social dimension of health involves creating and maintaining a healthy support network. It refers to the relationships that we have and how we interact with others.

BODY

Physical wellness promotes proper care of our bodies for optimal health and functioning. It encourages the balance of physical activity, nutrition and sleep. This is the most visible of the dimensions, as most serious signs that we are unhealthy appear physically. Focusing on proper nutrition for your body, hydration, physical activity and rest for restoration are all key to having overall physical health and well-being.

SOUL

Spiritual wellness is related to your values and beliefs that help you find meaning and purpose in your life. Spiritual wellness may come from activities such as volunteering, self-reflection, meditation, prayer, or spending time in nature. Signs of strong spiritual health include having clear values, a sense of self-confidence, and a feeling of inner peace.

Social (Community) wellness is a sense of connectedness and belonging. The social dimension of health involves creating and maintaining a healthy support network. It refers to the relationships that we have and how we interact with others. Community focus - communal outreach, care, and support.

Financial wellness is a feeling of satisfaction about your financial situation. Finances are a common stressor for people, so being able to minimize worry about this aspect of your life can enhance your overall wellness. By gaining financial wellness, you will feel a sense of financial security and financial freedom of choice now and in the future.

Intellectual wellness is when you recognize your unique talents to be creative and you seek out ways to use your knowledge and skills. When you foster your intellectual wellness, you participate in activities that cultivate mental growth. When you challenge yourself to learn a new skill, you are building your intellectual health. People who pay attention to their intellectual wellness often find that they have better concentration, improved memory, and better critical thinking skills.

Occupational wellness is a sense of satisfaction with your choice of work. Occupational wellness involves balancing work and leisure time, building meaningful relationships with coworkers, and managing workplace stress. An occupational wellness goal might include finding work that is meaningful and financially rewarding.

Mental health refers to the cognitive aspect of health. Often mental health is linked to or includes emotional health, but mental health is more the functioning of the brain, while emotional health refers to the person's mood often connected to their hormones.

Mental health affects the other dimensions of health. An increase in mental health can come as a result of increased physical activity, and good mental health can then lead to an increase in self-esteem as mental performance improves. Greater self-esteem then leads to more confidence in social situations and can lead one to ask the larger questions about life leading to increased spiritual health.

Environmental wellness is related to the surroundings you occupy. This dimension of health connects your overall well-being to the health of your environment. Your environment, both your social and natural surroundings, can greatly impact how you feel. It can be hard to feel good if you are surrounded by clutter and disorganization, or if you feel unsafe in your environment.

STEP and THHI

Founded in 1989 as a safety benchmarking and improvement tool, STEP has evolved into a world-class safety management system that dramatically improves safety performance among participants regardless of company size or type of work. Participating ABC member firms measure their safety processes and policies on **25** key components through a detailed questionnaire with the goal of implementing and/or enhancing safety programs that reduce jobsite incidents.

Because the four pillars and 10 dimensions that comprise THHI are deeply connected to safety, THHI is an important part of STEP. ABC recognizes its responsibility to raise the bar with regard to how total human health is approached and implemented; to that end, ABC is leading the paradigm shift within the industry to focus on this critical topic.

Important Note About Leadership Involvement

As you prepare to present the THHI program, be sure your program incorporates senior leadership. Engaging a senior leader who can speak directly to the participants about the significance of each employee's complete health, wellness, and livelihood to the company and on the jobsite will provide an impactful, memorable lesson that their wellbeing is of the utmost importance.

Encourage a senior leader to join you for these conversations so participants immediately understand how important their well-being is to everyone in your company. Senior leaders may serve as facilitators, co-facilitators, or guest speakers, and their participation can help to encourage conversation and establish a sense of safety and acceptance within your company.

Scaling the THHI Toolkit

The THHI Toolkit is designed to be scaled to meet you, your team, and your company where you are now as well as in the future. Many practices and behaviors may be incorporated in just a few minutes at a time; they can also be extended into more in-depth conversations as time allows or when your team would benefit for more focused time on any topic.

Review the suggested practices and behaviors for each of the 10 dimensions to determine how you will scale them to meet your team's needs. This will help you to encourage thought, healthy personal practices, and conversations about each dimension in ways that align with your team's needs and available time.

Special Thanks

ABC thanks the following volunteers who contributed their time and expertise to the development of the Total Human Health Initiative:

Jim Thompson, chair, Kwest Group

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Paul Crivac, Three Rivers Construction

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Sara Breeggemann, ABC Carolinas Chapter

Wendy Clouser, ABC Ohio Valley Chapter

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Suzanne Schmidt, ABC Inland Pacific Chapter

Ami Steinmetz, ABC Western Pennsylvania Chapter

Tony Incrocci, ABC Western Washington Chapter

Kim Garnet, ABC Southeast Michigan Chapter

Courtney Hunsinger, ABC Pacific Northwest Chapter

How to Use the Guide

Incorporating THHI into your company is a critical component of your commitment to safety, and this toolkit provides opportunities to build the concepts into your existing practices as you integrate them with your STEP participation each year. Implementing the recommended activities within the THHI Toolkit will help your company improve safety outcomes.

The THHI Toolkit is designed to be fully customizable to reflect your company's needs and safety goals. Whether these tools and resources are new to you or you want to enhance your existing resources related to any or all of the 10 elements, the THHI Toolkit can strengthen your company in three ways.





Use THHI to Build a **Culture of Safety**

Each element offers a brief, customizable curriculum centered on discussion questions to help you start critical conversations within your company. Using these discussion questions can be a helpful step toward building a culture that promotes honesty and openness, which can strengthen your organizational culture and connect each person's wellness to your shared commitment to safety.

Conversations about wellness topics can be difficult, but they are essential to ensuring the THHI elements remain top of mind for every employee. They can also address shared concerns and help employees recognize the value of practicing total human health while removing the stigma that can be associated with talking about these elements as part of the team.

Each conversation is offered in two formats:

- **Toolbox Talks**
 - 3-5 minutes: can be conducted using shorter sessions over consecutive days or weeks or on an as-needed basis,
 - 5-10 minutes: can provide a more in-depth conversation about a topic; and
- **Workshops** that can provided a deeper dive into a topic as part of a company meeting, retreat, or a topic-focused event.



Use THHI to Build **Company Toolkits**

The THHI Toolkit recommends many activities that can be used with small groups or the full company. Implementing these activities can help you to connect team members together for conversation and support, which can encourage them to take a more personal look at wellness as a part of safety.



Use THHI to Build **Employees' Personal Toolkits**

Share the resources within the Toolkit with your employees to enable them to build their own knowledge and supports, which can provide them with the supports they need to build and maintain their own wellness strategies. Each element contains recommendations and strategies that can be offered to employees, providing the flexibility for each individual to select the tools that resonate with them and connect to their interests and wellness needs.

Facilitating Conversations

An important part of building a culture of safety is holding and encouraging conversations with your team. Although these topics may be difficult or sensitive, developing a culture that supports open communication and trust can help to build the team, improve communication, and save lives.

When talking about each element with your team, it can be helpful to consider a few facilitation tips and techniques before starting the conversation. These conversations can feel challenging or even uncomfortable, but they can lead to powerful safety insights can provide significant support to team members who have not outwardly shared a need for it.

When facilitating conversations, consider holding smaller group discussions; large group discussions may be more challenging to manage or may make it easier for team members to disengage. These topics can be led by any member of your team, such as a senior leader or safety manager. These conversations are designed to be facilitated by an internal member of the team, which can help you to set the right tone and make the experience feel more inclusive for the company as a whole.

When facilitating conversations, keep the following tips in mind.

- **Come prepared.** Preparation can help you to quickly establish the right tone and ensure you have the supports you need to lead the discussion.
- **Share an agenda and discussion guidelines in advance.** Let your team know which topics will be part of the conversation and encourage them to think about them before the conversation begins. Similarly, share any needed guidelines for the conversation in advance or encourage your team to agree to some before you begin. This can help to establish the conversation as a safe place for openness and honesty, which can help your team to recognize the value of the conversation and consider how it can benefit their own wellness and safety.
- **Keep conversations focused and inclusive.** Ensure all team members have the opportunity to share their thoughts and ideas and encourage everyone to remain focused on the topic.
- **Understand some topics may be challenging for team members.** Some team members may find it hard to open up or participate in these kinds of conversations, while others may be encountering related challenges that they have not shared with you or others in the company. Recognizing that these topics are hard to talk about can be a helpful way to acknowledge this challenge while also encouraging the team to remain focused and thoughtful about the content shared with them.
- **Encourage silence.** Many people do their best thinking and reflection in silence, when the brain can process new information and connect it to previous experiences; this is where learning begins. Silence may feel uncomfortable but build space for silence to facilitate these kinds of connections.
- **Don't tackle every question.** Each element offers multiple discussion questions and asking them all may be overwhelming to your team. Select a limited number of questions based on your team's needs and your goals for the conversation. This will help you to customize conversations, so they reflect your company and promote good conversations about total human health and how wellness impacts safety.
- **Ask questions that encourage reflection.** Open-ended questions that ask team members to think about themselves, their needs, and their observations can help them to reflect on the discussion and understand their personal wellness practices. This can help them to contribute to the conversation while also recognizing what additional needs they may have.
- **Offer resources and next steps.** When concluding a conversation, provide team members with resources and tools they can review and use on their own to further their learning and ensure they have the supports needed to implement new wellness strategies into their daily lives.

- **Share a personal story.** Using stories that share your personal experiences can be a powerful way to encourage your team to connect their own experiences to the THHI dimensions you discuss with them. Sharing your stories can help your team remember concepts and relate them to their work and health.
- **Have a senior leader share a personal story.** When members of your senior leadership are part of your conversations, encourage them to share their personal stories and experiences as part of the message they share with the team. These stories may be relatable and aligned with the healthy practices you encourage your team to adopt.

Emotional Wellness

Emotional Wellness is an ability to cope effectively with life and build satisfying relationships with others. People with healthy Emotional Wellness feel confident, in control of their feelings and behaviors, and are able to handle life challenges. Working through life challenges can build resiliency as we learn that setbacks can be overcome. Emotional health can be maintained or improved by engaging in regular leisure and recreational activities.

Emotional Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Emotional Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Emotional Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Emotional Wellness connects to safety: | How Social Wellness connects to STEP key components: |
|--|---|
| <ul style="list-style-type: none">• Ability to focus on the task at hand• Improved self-awareness.• Better self-management, including managing feelings and reactions to emotions and feeling.• Improved motivation.• Lower risk for depression.• Strategies to reduce on- and off-the-job stressors. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Emotional Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Emotional Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Emotional Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of an Emotional Wellness-focused week or may be held weekly as part of an Emotional Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Emotional Wellness and safety on-the-job.

| | |
|---|-------------|
| Topic 1: The Importance of Emotional Wellness | 2-4 minutes |
| <ul style="list-style-type: none">• How do you define emotional wellness? What does emotional wellness mean to you?• How does emotional wellness impact on-the-job safety?• What do you need to build your own emotional wellness? At home? On the job? | |
| Topic 2: Stress | 2-4 minutes |
| <ul style="list-style-type: none">• What is stress?• What does stress feel like to you?• How does stress impact how you behave in your personal and/or professional life?• How do you manage stress? | |
| Topic 3: Self-Care | 3-5 minutes |
| <ul style="list-style-type: none">• What is self-care?• How do you practice self-care?• How does self-care factor into your daily routine? | |
| Topic 4: Positive and Negative Feelings | 3-5 minutes |
| <ul style="list-style-type: none">• How do you recognize positive and negative feelings?• How do your feelings impact your actions?• How do you share your feelings with others?• How do your feelings impact your actions? | |

4. Summarize the discussion and remind employees about the connection between emotional wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Emotional Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Emotional Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Emotional Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Emotional Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Emotional Wellness as the topic of discussion.
3. Summarize the connection between Emotional Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define emotional wellness?
 - What does emotional wellness mean to you?
 - How does emotional wellness impact on-the-job safety?
 - What is stress?
 - What does stress feel like to you?
 - How does stress impact how you behave in your personal or professional life?
 - How do you manage stress?
 - What is self-care?
 - How do you practice self-care?
 - How does self-care factor into your daily routine?
 - What does it mean to express your feelings?
 - How do you recognize positive and negative feelings?
 - How do your feelings impact your actions?
 - How do you share your feelings with others?
 - How do your feelings impact your actions?
5. Summarize the discussion and remind employees about the connection between emotional wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Emotional Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Emotional Wellness. Consider introducing or promoting them after completing Toolbox Talks or Workshops to encourage ongoing conversations about this topic in a more informal setting, which will encourage continued development of a culture of safety within your company and your team.

| | |
|------------------------------------|--|
| Send a monthly newsletter | Create a monthly newsletter dedicated to emotional wellness resources and tips. If your company currently sends a newsletter, add a section that specifically focuses on wellness. |
| Offer resources | Meet with your insurance carrier representative annually to review any resources that may be available to your company. Identify the resources that might be most useful and share information about them with all employees. |
| Curate free resources | Research, identify, and share articles, guides, or other information related to emotional wellness with your team. |
| Workplace signs and banners | Hang posters, flyers, or banners with inspirational messages or reminders throughout your workplace. Signs can provide quick reminders for employees to focus on their well-being or take a moment to remember the link between emotional wellness and safety. |
| Offer counseling resources | Counseling resources may be available through your EAP and/or insurance carrier, or you may offer separate services or refer employees to free national or community-based resources. |



Emotional Wellness: **Build Employees' Personal Toolkits**

These suggested practices and behaviors align to an employee's emotional wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs. These recommended activities may also be offered after conducting Toolbox Talks or a Workshop to provide employees with ongoing supports.

| | |
|---|---|
| Practice deep breathing. | Deep breathing is recognized as an excellent way to lower stress quickly and safely because it sends messages to the brain to relax. |
| Identify a colleague with whom you can talk with during stressful times. | Talking with a colleague can help you to lower stress by verbalizing feelings, which can reduce emotional distress. This approach also encourages communication, team building, and openness about both individual stress awareness and common stress challenges that may impact multiple members of the team. |
| Avoid caffeine. | Caffeine can exacerbate the effects of stress. When feeling stressed, avoid or minimize caffeine intake. |
| Avoid nicotine. | Nicotine can seem to decrease stress, but regular usage can lead to dependencies that lead the body to suffer from withdrawal, which can lead to an increase in stress. Eliminating nicotine or avoiding nicotine when stressed can improve emotional wellness by removing the need for nicotine as a stressor. |
| Avoid alcohol. | Alcohol is a sedative, which can initially reduce stress in the body. Over time, alcohol dependency as a stress reliever can add to increased stress while also impacting physical wellness. Avoiding alcohol during times of stress can have a positive impact on emotional wellness by strengthening your ability to focus on solutions to problems without heightening your emotional state. |
| Build in some "me" time. | Taking some time for yourself can be a helpful strategy when confronted with a stressful situation. Incorporate "me" time into your routine or schedule to engage in favorite hobbies, exercise, or relax, which can improve your emotional state and reduce stress. |
| Write down 5 positive affirmations. | When you are stressed, it can be difficult to see the good in the situation. Writing down 5 positive affirmations can help you to refocus your energy and identify the good in a situation, which can lead to an improved emotional state. |
| Write down 3 things you are grateful for. | When feeling stressed, take a moment to write down three things you are grateful for. This simple act can help you to focus on the positive, express gratitude, and improve your emotional wellbeing in just a few moments. |
| Reframe the situation. | Consider the issue that is bringing you stress; reframe it and identify 3 positive aspects to the issue or 3 possible positive outcomes that may happen. This can help you to feel more in control of the situation and encourage you to empower yourself to take the steps needed to alleviate stress. |

| | |
|--------------------------------|--|
| Make a to-do list. | When feeling stressed, making a to-do list can help you to feel more in control of the challenges you face. A to-do list can help you to organize the challenges or tasks facing you |
| Eliminate the stressor. | If possible, eliminate the stressor from your personal or professional life. If it is possible to resolve an issue by facing it head-on, or if it is possible to remove it as an obstacle or barrier to your emotional wellbeing, the act of putting it behind you or moving past it can reduce your stress and improve your emotional wellbeing. |
| Practice mindfulness. | Mindfulness can help to center your thoughts and reframe how you are feeling, and it can be used to connect to the challenges that are negatively impacting your emotional wellbeing. Take a few moments to sit in a quiet space, feel your breath, and allow some quiet time for your mind. While your mind may wander, this exercise gives you the opportunity to notice where it is focused, which can help you to identify stressors and consider how you can minimize or remove them. |

Social Wellness

Social Wellness is a sense of connectedness and belonging. The social dimension of health involves creating and maintaining a healthy support network. It refers to the relationships that we have and how we interact with others.

Social Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Social Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Social Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Social Wellness connects to safety: | How Social Wellness connects to STEP key components: |
|--|---|
| <ul style="list-style-type: none">• Improved employee self-esteem.• Improved employee emotional resilience.• Lower employee stress levels.• Lower risk for depression.• Healthier aging and a longer life. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Social Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Social Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Social Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Social Wellness-focused week or may be held weekly as part of a Social Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Physical Wellness and safety on-the-job.

| | |
|---|-------------|
| Topic 1: The Importance of Social Wellness | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you define social wellness? What does social wellness mean to you? • How does social wellness impact on-the-job safety? • What do you need to build your own social wellness? At home? On the job? | |
| Topic 2: Relationships | 2-4 minutes |
| <ul style="list-style-type: none"> • What relationships are most important to you? Who are they with? • What do you do to ensure you make time for your friends and family? • Have your relationships ever impacted your work or safety on the job? In what way? | |
| Topic 3: Connection | 3-5 minutes |
| <ul style="list-style-type: none"> • What does it mean to connect with someone? • Who are the people in your life that you feel connected to? What does it feel like to be connected to them? • How does feeling socially connected impact how you feel when you are at work? When you're not at work? | |

4. Summarize the discussion and remind employees about the connection between social wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Social Wellness: Build a Culture of Safety

Workshop

To encourage employees to explore Social Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Social Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Social Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Social Wellness as the topic of discussion.
3. Summarize the connection between Social Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define social wellness?
 - What does social wellness mean to you?
 - How does social wellness impact on-the-job safety?
 - What do you need to build your own social wellness? At home? On the job?
 - How do your relationships impact your Social Wellness?
 - What relationships are most important to you? Who are they with?
 - What do you do to ensure you make time for your friends and family?
 - Have your relationships ever impacted your work or safety on the job? In what way?
 - How do you feel when you connect to others?
 - What does it mean to connect with someone?
 - Who are the people in your life that you feel connected to? What does it feel like to be connected to them?
 - How does feeling socially connected impact how you feel when you are at work? When you're not at work?
5. Summarize the discussion and remind employees about the connection between **emotional** wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Social Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Social Wellness.

| | |
|---|--|
| Hold an in-person or virtual social gathering. | To encourage social wellness within your company, incorporate in-person or virtual social gatherings into your company schedule. Planned events such as parties or company cookouts and informal gatherings such as happy hours can help employees to connect, bond, and relax together. If an in-person event is not feasible, virtual gatherings can have the same impact and can encourage employees working at different job sites or on different schedules to meet and learn about each other. |
| Host lunch and learn sessions. | Lunch and learns can provide a dual benefit to your employees by providing them with professional development or educational content while boosting their social wellness. A lunch and learn session can be 15-60 minutes and may incorporate professional topics such as toolbox talks or other job-related information. For variety, consider asking employees to take turns leading the lunch and learns to provide them with an opportunity to share their knowledge with their colleagues. You may also encourage employees to lead a lunch and learn session on the topic of their choice, which can allow them to share a favorite hobby with their colleagues. This can improve their social wellness by allowing colleagues to get to know team members beyond their job roles. |
| Create an acknowledgement jar. | Place a jar with strips of paper and a pen next to it in a break room or common space and ask employees to acknowledge someone else's positive behaviors on the job. Read the acknowledgements aloud during your team meetings or at the start of the day to recognize employees' hard work. |
| Celebrate special events. | Recognize birthdays, work anniversaries, or other important dates with cards, emails, announcements, or celebrations that remind employees that they are valued and are an important part of your company. |
| Encourage group lunches or breaks. | Encourage employees to take lunch breaks in pairs or small groups instead of eating alone. These breaks can provide an opportunity for employees to connect and learn about one another and prevent loneliness on the job. |



Social Wellness:
Build Employees' Personal Toolkits

These suggested practices and behaviors align to an employee's Social Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| Find some alone time. | During stressful situations it can be very helpful to carve out some alone time to reflect, minimize distractions to focus on your goals and wellness, and recharge your own batteries. While it can seem counterintuitive to build social wellness through alone time, taking care of yourself is important to ensure you are ready to be there for friends and family. |
| Exercise with colleagues. | One great way to socialize with your colleagues is to build in time for social exercise. Ask others if they would be interested in taking a walk or a quick game of basketball during a break or before or after the workday. In addition to benefiting from the physical wellness aspects of exercise, this action can help you to connect socially with others. Exercising with friends or family can also be a great way to bond and improve your social wellness. |
| Spend time with friends and family. | The simple act of spending time with friends and family can go a long way toward improving social wellness. Prioritize spending time with friends and family by regularly building it into your schedule. You may choose to spend an hour with your family every night when you get home, or you may schedule a recurring night to spend with friends. Whatever works best for you, prioritize this time as important wellness time for yourself. |
| Spend time outside. | One helpful way to incorporate social wellness into your routine is to find opportunities to spend time outside. Engaging in outdoor activities such as exercise, working around your home or yard, or taking your kids or pets to the park can introduce you to social opportunities that can boost how you feel and your wellness in general. |
| Build in a few moments to relax. | Incorporate some time to relax into your schedule on a regular basis. Relaxation may be time spent watching a movie, sleeping in for an extra hour, or simply sitting quietly for a few moments; consider what feels relaxing to you, and build in time to enjoy it. This can help you to boost your mood and be prepared to connect and interact with others. |
| Volunteer. | Giving back to the community or to a cause that is important to you can help you to feel connected; in addition to the joy that comes from helping others, being part of something bigger than ourselves can provide a great opportunity to be social, make friends, and deepen relationships. |
| Talk with someone about a challenge you face. | When you are frustrated or feeling overwhelmed by a challenge you face, talking about it with a trusted friend, coworkers, or family members can help you to gain new perspectives and think through the challenge in a new way. |

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| <p>Continue your education.</p> | <p>Taking courses can be a great way to meet new people. Whether you are pursuing a degree or want to learn a new skill, courses can be just as important for your social wellness as they are for your intellectual growth. Challenge yourself to learn a new hobby, language, or other skill as part of a group setting. Inviting friends or family members to join you can also improve your connection to them.</p> |
| <p>Find an interest group to join.</p> | <p>Joining a club, alumni group, or another social group can be a helpful way to improve your social wellness. Even when attending a meeting for the first time, knowing that you are already connected to the group through a shared background or interests can make it easier to get involved. These connections can improve your social wellness and help you to expand your social support system.</p> |
| <p>Let others help.</p> | <p>Although it can be tempting to tackle all of your challenges on your own, letting friends and family help you when you have a problem can be an important way to improve your social wellness. In addition to taking some stress or responsibility from you, many people feel more valued when they are asked to help someone, which means when you ask someone for help you may be helping them to feel appreciated and important, too.</p> |
| <p>Nurture quality relationships and eliminate negative relationships.</p> | <p>Quality relationships can be among your most valuable assets when thinking about your social wellness. Spending quality time with people who add to your life can help you to feel supported and connected to them.</p> <p>Negative relationships can have the opposite effect on your social wellness. Consider how you can minimize the impact of negative relationships, which may include taking steps toward making those relationships healthier or minimizing time spent with those who add stress or other negative feelings to your day.</p> |

Physical Wellness

Physical Wellness promotes proper care of our bodies for optimal health and functioning. It encourages the balance of physical activity, nutrition and sleep. This is the most visible of the dimensions, as most serious signs that we are unhealthy appear physically. Focusing on proper nutrition for your body, hydration, physical activity and rest for restoration are all key to having overall physical health.

Physical Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Physical Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Physical Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Physical Wellness connects to safety: | How Physical Wellness connects to STEP key components: |
|--|---|
| <ul style="list-style-type: none">• Improved stress levels.• Lower risk of disease.• Increased energy.• Improved focus.• Healthier aging and a longer life.• Prevent absenteeism. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Physical Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Physical Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Physical Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Physical Wellness-focused week or may be held weekly as part of a Physical Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Physical Wellness and safety on-the-job.

| | |
|---|-------------|
| Topic 1: The Importance of Physical Wellness | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you define physical wellness? What does physical wellness mean to you? • How does physical wellness impact on-the-job safety? • What do you need to build your own physical wellness? At home? On the job? | |

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| Topic 2: Physical Activity | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you incorporate physical activity into your daily routine? • How do you challenge yourself through physical activity? • How does physical activity connect to your on-the-job safety? • Think about how physical your work is- how does it impact you? | |

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| Topic 3: Nutrition | 3-5 minutes |
| <ul style="list-style-type: none"> • How do you incorporate nutrition into your routine? • How does nutrition connect to your on-the-job safety? | |

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| Topic 4: Sleep | 3-5 minutes |
| <ul style="list-style-type: none"> • How do you feel when you sleep well? When you don't sleep well? • How does your sleep contribute to your on-the-job safety? • How do you prepare yourself for a good night of sleep? | |

4. Summarize the discussion and remind employees about the connection between Physical Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Physical Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Physical Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Physical Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Physical Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Physical Wellness as the topic of discussion.
3. Summarize the connection between Physical Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define physical wellness?
 - What does physical wellness mean to you?
 - How does physical wellness impact on-the-job safety?
 - What do you need to build your own physical wellness? At home? On the job?
 - How do you incorporate physical activity into your routine?
 - How do you challenge yourself through physical activity?
 - How does physical activity connect to your on-the-job safety?
 - How do you incorporate nutrition into your routine?
 - How does nutrition connect to your on-the-job safety?
 - How do you feel when you sleep well? When you don't sleep well?
 - How does your sleep contribute to your on-the-job safety?
 - How do you prepare yourself for a good night of sleep?
5. Summarize the discussion and remind employees about the connection between Physical Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Physical Wellness:
Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Physical Wellness.

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| <p>Promote wellness benefits.</p> | <p>To encourage physical wellness while employees are at work, promote wellness benefits that are available to your employees. Benefits such as discounted gym memberships or exercise equipment, smoking cessation, substance abuse programs, vaccination clinics, health screenings, and nutritional counseling may be available to your employees. Understand what benefits your company has access to and educate your employees on how they can make use of them.</p> |
| <p>Encourage friendly competition.</p> | <p>Create a friendly competition within your company and challenge employees to meet a physical wellness-related goal. Examples may include a weekly step challenge, healthy eating challenge, hydration challenge, or a challenge to sleep a minimum number of hours each night in a week. These types of friendly competitions may inspire people to get involved for bragging rights or a prize (if available) while also encouraging healthy choices and a sustained commitment to physical wellness.</p> |
| <p>Hold a physical wellness-focused team building experience</p> | <p>Encourage your team to come together for a physical wellness-focused team building experience. Participating in a cooking class, wellness retreat, or 5K run/walk can both inspire employees to build community and get to know one another, it can also encourage physical wellness conversations and experiences that can lead to healthy behaviors.</p> |
| <p>Publish a physical wellness newsletter</p> | <p>Consider sharing a physical wellness newsletter with your employees as either a standalone newsletter or a section within an existing company newsletter. Provide a monthly tip, challenge, or suggestion that will inspire employees to incorporate a healthy habit into their routine.</p> |
| <p>Offer Healthy Snacks</p> | <p>If you offer snacks to your employees, incorporate healthy choices and/or eliminate unhealthy options. By replacing sugary or high calorie snacks with smarter alternatives, you can remove the temptation to eat lower quality foods and support the development of healthy behaviors.</p> |
| <p>Reward employees with a healthy lunch</p> | <p>When providing lunch for employees as a reward or event, ensure the meal features healthy options. Meals that focus on high quality fruits, vegetables, grains, and protein will provide them with healthier fuel for their work and will be met with the same appreciation as a less healthy alternative.</p> |
| <p>Offer an Employee Assistance Program.</p> | <p>Offering an Employee Assistance Program (EAP) can connect your employees to a number of helpful physical wellness benefits.</p> |



Physical Wellness:
Build Employees' Personal Toolkits

These suggested practices and behaviors align to an employee's Physical Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| <p>Hold a walking meeting.</p> | <p>If you are planning to connect with a coworker, use your meeting time to go for a walk with them instead of sitting down. If you don't have a need to review information on a computer and can accomplish the same goals while moving, you will benefit from some fresh air, extra steps, and a chance to incorporate physical wellness into your day.</p> |
| <p>Build excuses to exercise into your day.</p> | <p>On days when a workout isn't possible, look for ways to build exercise into your schedule, such as adding additional steps into your routine. Small efforts can add up to thousands of "extra" steps a day, which can burn calories and contribute to your fitness.</p> |
| <p>Get enough sleep.</p> | <p>Prioritize your sleep by getting 7-8 hours a night as often as possible. 30-60 minutes before you plan to sleep, turn off screens and allow your body to begin to wind down. Avoid large meals close to your planned bedtime and prepare a bedtime routine that provides enough time for you to complete work or household chores before going to sleep. If you have trouble falling asleep, meditation may help.</p> |
| <p>Schedule important medical appointments.</p> | <p>Schedule physicals, dentist appointments, and any other medical appointments that may help you to understand and monitor your health. Routine care and monitoring can help you to stay on top of your health and prevent potential medical issues that may arise.</p> |
| <p>Make time for workouts.</p> | <p>Schedule full workouts that allow you to dedicate time to your physical wellness. Workouts such as cardio and strength building can improve your physical wellness; other activities, such as yoga, swimming, tennis, or other sports can also help you to get and stay in shape.</p> |
| <p>Plan for rest days.</p> | <p>An important part of physical wellness is incorporating time for your body to rest and recuperate, especially if exercise is already part of your routine. Build in rest days to allow your body to recover, especially after strenuous exercise or activity.</p> |
| <p>Evaluate your nutritional choices.</p> | <p>Eating a healthy, balanced diet is an important part of physical wellness. Take time to review your own nutritional choices. Identify ways to eliminate unhealthy foods and replace them with healthier alternatives.</p> |

Use the buddy system to keep yourself accountable.

If you plan to make substantial changes to your health and wellness, asking a friend, family member, or coworker to keep you accountable may be a big part of your success. Check in with that person daily to let them know if you have met your nutritional or exercise goals and let them know what challenges you face and what successes you celebrate. You may inspire them to embark on their own physical wellness journey, too!

Spiritual Wellness

Spiritual Wellness is related to your values and beliefs that help you find meaning and purpose in your life. Spiritual wellness may come from activities such as volunteering, self-reflection, meditation, prayer, or spending time in nature. Signs of strong spiritual health include having clear values, a sense of self-confidence, and a feeling of inner peace.

Spiritual wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Spiritual Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Spiritual Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Spiritual Wellness connects to safety: | How Spiritual Wellness connects to STEP key components: |
|--|---|
| <ul style="list-style-type: none">• Improved stress levels.• Reduced anxiety.• Stronger work-life balance.• Stronger sense of purpose.• Improved relationships.• Better resilience. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Spiritual Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Spiritual Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Spiritual Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Spiritual Wellness-focused week or may be held weekly as part of a Spiritual Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Spiritual Wellness and safety on-the-job.

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|---|-------------|
| Topic 1: The Importance of Spiritual Wellness | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you define spiritual wellness? What does spiritual wellness mean to you? • How does spiritual wellness impact on-the-job safety? • What do you need to build your own spiritual wellness? At home? On the job? | |
| Topic 2: Spiritual Growth | 3-5 minutes |
| <ul style="list-style-type: none"> • What does spiritual growth mean to you? How do you seek spiritual growth in your life? • Who are the people who support your spiritual growth? How do they support you? • How does your spiritual growth connect to your on-the-job safety? • How do you find peace or comfort during challenging times? | |
| Topic 3: Values | 3-5 minutes |
| <ul style="list-style-type: none"> • What are your values? Why are they important to you? • How do you demonstrate your values through your thoughts and actions? • How do your values impact you at work? At home? • How do your values contribute to your on-the-job safety? | |

4. Summarize the discussion and remind employees about the connection between Spiritual Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Spiritual Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Spiritual Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Spiritual Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Spiritual Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Spiritual Wellness as the topic of discussion.
3. Summarize the connection between Spiritual Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define spiritual wellness?
 - What does spiritual wellness mean to you?
 - How does spiritual wellness impact on-the-job safety?
 - What do you need to build your own spiritual wellness? At home? On the job?
 - What does spiritual growth mean to you?
 - How do you seek spiritual growth in your life?
 - Who are the people who support your spiritual growth? How do they support you?
 - How does your spiritual growth connect to your on-the-job safety?
 - How do you find peace or comfort during challenging times?
 - What are your values? Why are they important to you?
 - How do you demonstrate your values through your thoughts and actions?
 - How do your values impact you at work? At home?
 - How do your values contribute to your on-the-job safety?
5. Summarize the discussion and remind employees about the connection between Spiritual Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Spiritual Wellness: **Build Your Team's Toolkits**

Use the following THHI tips and resources to support your employees' Spiritual Wellness.

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| Accommodate employee prayer practices and religious needs. | To ensure your workplace respects and celebrates diversity, build a culture that accommodates employee prayer practices and religious needs. This may include providing time off for religious holidays or celebrating, prayer breaks, or other opportunities to ensure your employees' spiritual needs are met. |
| Offer bereavement leave. | The loss of a loved one will greatly impact an employee. Review your bereavement leave policies and understand how time off to grieve a loved one's passing may impact an employee's spiritual wellness. |
| Provide time for employees to volunteer. | Volunteering can be an important way for employees to build and serve causes that are important to them, which can greatly improve their spiritual wellness, self-confidence, and inner peace. Offering time off for employees to volunteer provides them with a chance to return to work fulfilled and recharged. |
| Ensure your company's values are aligned with spiritual wellness. | Your company's values should speak to who you are—and who your employees are. Review your values and confirm that they are aligned with and reflective of the kind of culture you strive to build for your team. |
| Recognize employees for their work. | Recognition, whether public or private, can go a long way toward improving spiritual wellness. Employees who feel that their work is recognized and valued may find more meaning in what they do, which in turn can help them to feel a greater connection to their personal and spiritual needs. |
| Bring nature into the office. | When possible, adding plants to the workplace can breathe fresh air into an office environment. For employees based in a central location or those who spend a significant portion of their workday indoors, plants can be a helpful way to connect to their spiritual growth. |



Spiritual Wellness: Build Employees' Personal Toolkits

These suggested practices and behaviors align to an employee's Spiritual Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| <p>Take a self-reflection break.</p> | <p>On days when you feel overwhelmed or frustrated, take a 10-minute self-reflection break to pause and refocus. This break will give you time to reflect on your day, reduce your anxiety, and prepare to tackle challenges. This time may be spent on meditation, journaling, prayer, or quiet thought—whatever will best benefit you.</p> |
| <p>Find a mentor.</p> | <p>Mentors can be helpful if you are looking for support or guidance in your life. Mentors may be religious leaders such as a priest, imam, or rabbi; mentors may also be coaches, teachers, friends or family members, or trusted colleagues. Mentors can be great resources as well as strong supports, and they serve as powerful partners to ensure you don't have to face difficult challenges alone.</p> |
| <p>Participate in spiritual groups.</p> | <p>Look for groups in your community that align with and promote your spiritual needs. While these groups may be religious, not all groups that meet your spiritual needs may have a religious connection. Connecting with people who share your beliefs and values can help you to improve your spiritual wellness.</p> |
| <p>Spend time in nature.</p> | <p>Nature can be healing, rejuvenating, and can promote a sense of peace. Spending time in nature can help you to build your spiritual wellness. Hikes, picnics, or stargazing at night can deepen your sense of connection to nature and improve your spiritual wellness at the same time.</p> |
| <p>Volunteer.</p> | <p>Volunteering your time to benefit a charity or cause that is important to you can be a great way to improve your spiritual wellness. Dedicating time to serving others can help you form strong connections that are fueled by your value system, which can bring a sense of peace and accomplishment.</p> |
| <p>Express gratitude.</p> | <p>Whether verbally or silently, or whether through words, prayer, or actions, express gratitude for what you have on a regular basis. Expressing gratitude may be as simple as thanking someone for what they do; you may also express gratitude through acts of service, gifts such as buying a coffee for a colleague, or inviting a friend or coworker to join you for a hike, movie, or meal. Recognizing the good things in your life and expressing your gratitude for them can be a helpful way to develop your spiritual wellness.</p> |

Social (Community) Wellness

Social (community) wellness is a sense of connectedness and belonging. The social dimension of health involves creating and maintaining a healthy support network. It refers to the relationships that we have and how we interact with others. Community focus - communal outreach, care, and support.

Social Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Social Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Social Wellness and encourage discussion about strategies to implement this element in their work and life.

How Social Wellness connects to safety:

- Improved connectedness to others.
- Reduced anxiety.
- Stronger work-life balance.
- Improved employee self-esteem.
- Improved employee emotional resilience.
- Lower employee stress levels.
- Lower risk for depression.
- Healthier aging and a longer life.

How Social Wellness connects to STEP key components:

- L1. Top Management Engagement
- L3. Safety Responsibilities
- L4. Resources for Safety
- C1. Employee Participation
- C3. Safety Program Goal Setting
- C4. Supervisor Safety Meetings
- C7. Behavior Based Safety
- P6. Toolbox Safety Talks



Social (Community) Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Social (Community) Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Social Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Social Wellness-focused week or may be held weekly as part of a Social Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Social (Community) Wellness and safety on-the-job.

| | |
|---|-------------|
| Topic 1: The Importance of Social Wellness | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you define social wellness with regards to community? What does social wellness mean to you? • How does social wellness and community connection impact on-the-job safety? • What do you need to build your own social wellness? At home? On the job? | |
| Topic 2: Communities and Networks | 3-5 minutes |
| <ul style="list-style-type: none"> • How are you involved in your community? What does it mean to be an active member of your community? • How do you prioritize building and nurturing relationships with the people in your network? • How does having a network or community impact your work or safety on the job? | |
| Topic 3: Connection | 3-5 minutes |
| <ul style="list-style-type: none"> • What does it mean to connect with someone? • How do you connect with people in your community? What activities help you to feel connected? • How does feeling socially connected impact how you feel when you are at work? When you're not at work? | |

4. Summarize the discussion and remind employees about the connection between Social Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Social (Community) Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Social (Community) Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Social Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Social Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Spiritual Wellness as the topic of discussion.
3. Summarize the connection between Spiritual Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define social wellness with regards to community?
 - What does social wellness mean to you?
 - How does social wellness and community connection impact on-the-job safety?
 - What do you need to build your own social wellness? At home? On the job?
 - How are you involved in your community?
 - What does it mean to be an active member of your community?
 - How do you connect with people in your community?
 - What activities help you to feel connected?
 - How does having a network or community impact your work or safety on the job?
 - What does it mean to connect with someone?
 - How do you connect with people in your community? What activities help you to feel connected?
 - How does feeling socially connected impact how you feel when you are at work? When you're not at work?
5. Summarize the discussion and remind employees about the connection between Social Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Social (Community) Wellness: **Build Your Team's Toolkits**

Use the following THHI tips and resources to support your employees' Social (Community) Wellness.

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| Build opportunities for employees to work together. | While some roles may lend themselves better to community building than others, it's important for every member of your team to feel connected and involved in your company. Ensure every employee has the chance to contribute to team or group work. When possible, encourage employees to work with team members they don't often engage with in their role, which can promote connections and community building across teams. |
| Build in time for community volunteering. | Encourage members of your team to volunteer within the community, and if possible, identify opportunities for employees to volunteer together in pairs, small groups, or as a whole company. These opportunities can increase connectedness to the company community as well as the greater community. |
| Offer DEI training. | Part of building community in the workplace is ensuring all members of your staff feel heard and respected. Provide diversity, equity, and inclusion (DEI) training to your employees to help them understand and build awareness about topics including unconscious bias, cultural competence, and other critical topics that contribute to an inclusive work environment. |
| Encourage employees to attend community events. | Share upcoming community events that may be of interest to your employees and encourage them to attend. Socializing in the community can be a good way to build bonds outside of the work environment while strengthening relationships that will support them when they return to work. |
| Encourage social sharing. | Invite employees to share information about their lives outside of work before toolbox talks, meetings, or other company events. Simple opportunities to share what they did over the weekend or what is going on in their lives can allow others to celebrate with them or offer support to them. While employees should never be forced or required to share, making space for them to do so freely can help to build and sustain their professional community. |
| Put together a charitable drive. | Identify a local charity or cause that might benefit from your team's work and put together an event that all employees can take part in if they choose. Clothing or food drives can be low effort events with a very high impact on the community. |



Social (Community) Wellness: Build Employees' Personal Toolkits

These suggested practices and behaviors align to an employee's Social (Community) Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| Explore your community. | Spend time getting to know your own community. Seek out some of the places and people that make your community special. Consider trying new restaurants, visiting museums, or exploring local parks that may be new to you. You may also want to learn more about your local history. Each of these activities can promote pride in the place you live while also introducing you to opportunities to get involved within your community. |
| Volunteer. | Giving back to the community can help you to feel connected; in addition to the joy that comes from helping others, being part of something bigger than ourselves can provide a great opportunity to be social, make friends, and deepen relationships. |
| Make time for social experiences. | While personal and professional responsibilities can make it feel difficult to schedule social time into your day, build opportunities to catch up with friends, family, and coworkers outside of other obligations. These moments can be beneficial to strengthening your social wellness as you connect with and learn about others, and it provides an opportunity to ask for advice, share stories, and relax. |
| Get to know a new colleague. | When a new person joins your team, or if there is a colleague you work with that you don't know well, make an effort to invite them to have lunch or get together after work. In addition to building your own social network and community, you can help someone to feel included as they build their own community. |
| Ask questions. | Ask questions to your colleagues to get to know them as you build your professional community. When you demonstrate a genuine interest in them, you provide space for them to share more about themselves as they also get to know you. Ask about their weekends, favorite restaurants, or recommendations for TV shows or movies. Remember to respect boundaries if a colleague does not want to discuss a specific topic. |

Financial Wellness

Financial Wellness is a feeling of satisfaction about your financial situation. Finances are a common stressor for people, so being able to minimize worry about this aspect of your life can enhance your overall wellness. By gaining Financial Wellness, you will feel a sense of financial security and financial freedom of choice now and in the future.

Financial Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Financial wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Financial Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Financial Wellness connects to safety: | How Financial Wellness connects to STEP key components: |
|---|---|
| <ul style="list-style-type: none">• Reduced stress levels.• Reduced anxiety.• Improved employee self-esteem.• Lower risk for depression. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Financial Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Financial Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Financial Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Financial Wellness-focused week or may be held weekly as part of a Financial Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Financial Wellness and safety on-the-job.

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|--|-------------|
| Topic 1: The Importance of Financial Wellness | 2-4 minutes |
| <ul style="list-style-type: none">• How do you define financial wellness? What does financial wellness mean to you?• How does financial wellness impact on-the-job safety?• What do you need to build your own financial wellness? | |
| Topic 2: Budgeting | 2-4 minutes |
| <ul style="list-style-type: none">• How do you approach budgeting? What strategies work for you?• How do you approach saving money? What strategies do you use to save money? | |
| Topic 3: Financial Planning | 2-4 minutes |
| <ul style="list-style-type: none">• How do you approach retirement savings?• How do you plan for planned and unplanned expenses? | |

4. Summarize the discussion and remind employees about the connection between Financial Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Financial Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Financial Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Financial Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Financial Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Financial Wellness as the topic of discussion.
3. Summarize the connection between Financial Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define financial wellness?
 - What does financial wellness mean to you?
 - How does financial wellness impact on-the-job safety?
 - What do you need to build your own financial wellness?
 - How do you approach budgeting? What strategies work for you?
 - How do you approach saving money?
 - What strategies do you use to save money?
 - What does financial planning mean to you?
 - How do you approach retirement savings?
 - How do you plan for planned and unplanned expenses?
5. Summarize the discussion and remind employees about the connection between Financial Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Financial Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Financial Wellness.

| | |
|--|--|
| Ensure employees understand available retirement savings options. | While your company may have a retirement plan or savings options in place, your employees may not have a complete understanding of what they are or the benefits they offer. Provide employees with access to information about the plans they are enrolled in, their options, and supports in place to help them as they save for retirement. |
| Bring in a retirement plan specialist | For some employees, asking questions and getting answers that are specific to their personal financial situation can be very beneficial. Bring a retirement plan specialist or a representative from your company's retirement plan onsite to answer questions in a one-on-one setting. This opportunity will provide employees with the chance to learn, seek clarification, and identify next steps in a private setting that protects their personal information. |
| Offer credit counseling resources. | Credit card debt can be a topic that sparks shame or embarrassment in employees, and it's not a topic to discuss in groups. Offering credit counseling resources can allow employees to take advantage of advice or tools that can help them to take control of and reduce their debt in a way that protects their privacy. |
| Provide financial wellness training. | Allowing employees to learn about financial wellness from professional financial educators can be a helpful way to ensure important information reaches them. Consider bringing in a financial expert to lead a training session that addresses one or more aspects of financial wellness. |
| Look for signs of financial distress. | Financial distress is a sensitive topic that may present itself in a number of ways including absenteeism, taking loans from retirement accounts, or asking for pay advances. Be aware of these issues, which can impact team members individually and can also impact morale as a whole if financial distress causes an employee to withdraw or act out. |
| Review your company benefits. | Review your company benefits to understand what is available to your employees. Encourage employees to learn about the benefits and take advantage of them. If an employee is experiencing financial distress, they can provide helpful tools to identify a path forward; employees in good financial standing may appreciate the tools as preventative resources to keep them on solid ground. |



Financial Wellness: Build Your Employee's Personal Toolkits

These suggested practices and behaviors align to an employee's Financial Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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|---|---|
| Get to know your retirement savings options. | If your company offers a retirement savings option, spend some time learning about it and ensuring you feel comfortable with the choices available to you. Speaking with a representative from the retirement plan provider can allow you to ask questions and receive personalized recommendations or information while protecting your financial privacy. |
| Create an emergency savings plan. | Worrying about how you might handle a surprise bill or expense can create stress and anxiety. Make a plan to create an emergency savings plan that can serve as a cushion in the event you need money for an unexpected expense. |
| Make a plan to pay off your debt. | If you have debt, such as outstanding credit cards or student loans, spend time planning for how you can pay off the debt. Debt can take time to repay, and your plan may stretch for months or years. Having a plan and putting it into action can help you to feel in control of your finances, which can reduce anxiety and stress. |
| Plan for upcoming expenses. | Before making a purchase, plan for how that purchase might impact your finances. If you are hoping to purchase a new home or car, move to a more expensive apartment, or buy an item with a higher price tag, model how that purchase will impact your credit or available savings. This will help you to understand if the purchase is affordable or if you should wait or continue saving before making the financial commitment. |
| Seek professional advice when needed. | Finances can be challenging and seeking professional advice can be a helpful strategy when you have questions or want a plan for budgeting, saving, or managing debt. Professional advice may offer insights and ideas that can put you on the track you want to be on. |

Intellectual Wellness

Intellectual Wellness is when you recognize your unique talents to be creative and you seek out ways to advance and use your knowledge and skills. When you foster your Intellectual Wellness, you participate in activities that cultivate intellectual growth. When you challenge yourself to learn a new skill, you are building your intellectual health. People who pay attention to their Intellectual Wellness often find that they have better concentration, improved memory, and better critical thinking skills.

Intellectual Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Intellectual wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Intellectual Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Intellectual Wellness connects to safety: | How Intellectual Wellness connects to STEP key components: |
|---|---|
| <ul style="list-style-type: none">• Better work-life balance.• Stronger time management skills.• Improved employee self-esteem.• Lower risk for depression.• Greater ability to retain new information. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Intellectual Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Intellectual Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Intellectual Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of an Intellectual Wellness-focused week or may be held weekly as part of an Intellectual Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Intellectual Wellness and safety on-the-job.

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|---|-------------|
| Topic 1: The Importance of Intellectual Wellness | 2-4 minutes |
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- How do you define intellectual wellness? What does intellectual wellness mean to you?
- How does intellectual wellness impact on-the-job safety?
- What do you need to build your own intellectual wellness?

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| Topic 2: Intellectual Curiosity | 2-4 minutes |
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- What does intellectual curiosity mean to you?
- How do you incorporate intellectual curiosity into your daily routine?
- How does intellectual curiosity contribute to on-the-job safety?

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| Topic 3: Lifelong Learning | 2-4 minutes |
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- What does lifelong learning mean to you?
- What strategies do you use to build lifelong learning into your day?
- How does lifelong learning impact on-the-job safety?

4. Summarize the discussion and remind employees about the connection between Intellectual Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Intellectual Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Intellectual Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Intellectual Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Intellectual Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Intellectual Wellness as the topic of discussion.
3. Summarize the connection between Intellectual Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define intellectual wellness?
 - What does intellectual wellness mean to you?
 - How does intellectual wellness impact on-the-job safety?
 - What do you need to build your own intellectual wellness?
 - What does intellectual curiosity mean to you?
 - How do you incorporate intellectual curiosity into your daily routine?
 - How does intellectual curiosity contribute to on-the-job safety?
 - What does lifelong learning mean to you?
 - What strategies do you use to build lifelong learning into your day?
 - How does lifelong learning impact on-the-job safety?
5. Summarize the discussion and remind employees about the connection between Intellectual Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Intellectual Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Intellectual Wellness.

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| Recognize employees who advance their knowledge or skills. | When an employee completes an educational achievement, take a moment to recognize them privately or publicly for their work. Employees who earn degrees, certifications, certificates, or complete training programs or coursework may appreciate company acknowledgement. An email, mention in a company newsletter, or praise during a meeting are opportunities to celebrate success and encourage lifelong learning in others. |
| Encourage team members to complete courses. | Taking courses, whether toward a degree or as a single learning experience, can build intellectual awareness and well-being. Encourage employees to seek out courses that are of interest to them and can build knowledge or skills they may be able to use on the job. |
| Share relevant articles or literature. | Although some employees will actively seek out articles or literature about job-related information, some may benefit from receiving recommended reading directly from the company. Consider sharing articles or links to interesting or important reading through newsletters or emails to bring awareness and encourage others to remain curious and stay up-to-date on industry information. |
| Provide formal training opportunities or access to certifications. | Employees may be interested in formal education and training but unable to afford the cost of those programs. If possible, offer opportunities for training programs or certifications to your employees. These benefits may be available only to employees with a minimum number of years of service to the company or with specific job-related needs, but these opportunities can help to foster intellectual wellness and lifelong learning. |
| Consider a tuition reimbursement program. | For employees who want to earn a formal degree, a tuition reimbursement program can make their educational goals more achievable. Consider adding a tuition reimbursement program as an employee benefit to encourage access to professional advancement and intellectual wellness. |



Intellectual Wellness: Build Your Employee's Personal Toolkits

These suggested practices and behaviors align to an employee's Intellectual Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| Build in time for reading. | Reading is one of the best ways to exercise your brain is to read. Whether you read a novel, a magazine, or an online article, the act of learning something new through reading is a great way to build your intellectual wellness. |
| Complete a puzzle. | Completing puzzles, whether traditional or through games on a smartphone, can contribute to intellectual wellness. Puzzles can challenge you to think critically and creatively, which can in turn help you to broaden your ability to solve problems on the job. |
| Attend a cultural or artistic event. | Watching a play, attending a concert, or other performance can teach you something new, which can lead to greater intellectual wellness. Similarly, attending a cultural event can educate you about different lifestyles or traditions that can expand your knowledge and help you to grow mentally. |
| Attend a conference. | Attending an in-person or virtual conference can help you to meet colleagues who work in your field while you learn something new. Industry conferences can be a great way to expand your intellectual wellness, and conferences related to your personal interests may also present opportunities to engage in lifelong learning. |
| Take a course. | Taking a course—either in-person or online—can help you to learn something new while also building your intellectual wellness. Courses may be free or low-cost, and they may be very short when focusing on a specific piece of knowledge or a single skill. Spend time looking for courses that align with your interest or to knowledge or skills you want to develop, which can help you learn something new. |
| Learn a new skill. | Intellectual wellness can be promoted by learning a new skill. Skills may be aligned with your professional interests or reflective of your personal interests. Regardless of how the skill may benefit you, the process of learning it will help you to expand your mental acuity in a fun way. |

Occupational Wellness

Occupational Wellness is a sense of satisfaction with your choice of work. Occupational Wellness involves balancing work and leisure time, building relationships with coworkers, and managing workplace stress. Occupational Wellness encourages you to seek inspiration and professionally challenging opportunities in your role and your company.

Occupational Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their occupational wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Occupational Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Occupational Wellness connects to safety: | How Occupational Wellness connects to STEP key components: |
|--|---|
| <ul style="list-style-type: none">• Better work-life balance.• Stronger sense of professional satisfaction.• Improved employee self-esteem.• Lower risk for depression.• Greater sense of purpose. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Occupational Wellness: Build a Culture of Safety Toolbox Talks

To encourage employees to explore Occupational Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Occupational Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of an Occupational Wellness-focused week or may be held weekly as part of an Occupational Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Intellectual Wellness and safety on-the-job.

| | |
|--|-------------|
| Topic 1: The Importance of Occupational Wellness | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you define occupational wellness? What does occupational wellness mean to you? • How does occupational wellness impact on-the-job safety? • What do you need to build your own occupational wellness? | |

| | |
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| Topic 2: Enjoying Your Work | 2-4 minutes |
| <ul style="list-style-type: none"> • What do you like about your role? How does it create professional satisfaction for you? • How do you feel when you accomplish something on the job? • How does enjoying your work contribute to on-the-job safety? | |

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| Topic 3: Work-Life Balance | 3-5 minutes |
| <ul style="list-style-type: none"> • What does work-life balance mean to you? • What strategies do you use to achieve work-life balance? • How do you feel when your work-life balance is off? How does it impact on-the-job safety? | |

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|---|-------------|
| Topic 4: Managing Stress | 3-5 minutes |
| <ul style="list-style-type: none"> • How do you feel when you are stressed? How do you act? • What do you do to manage your stress? • How does stress impact your ability to perform in your role? How can your colleagues help you manage stress? | |

4. Summarize the discussion and remind employees about the connection between Occupational Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Occupational Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Occupational Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Occupational Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Occupational Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|--|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Occupational Wellness as the topic of discussion.
3. Summarize the connection between Occupational Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define occupational wellness?
 - What does occupational wellness mean to you?
 - How does occupational wellness impact on-the-job safety?
 - What do you need to build your own occupational wellness?
 - What do you like about your role? How does it create professional satisfaction for you?
 - How does intellectual curiosity contribute to on-the-job safety?
 - How do you feel when you accomplish something on the job?
 - How does enjoying your work contribute to on-the-job safety?
 - What does work-life balance mean to you?
 - What strategies do you use to achieve work-life balance?
 - How do you feel when your work-life balance is off? How does it impact on-the-job safety?
 - How do you feel when you are stressed?
 - How do you act?
 - What do you do to manage your stress?
 - How does stress impact your ability to perform in your role?
 - How can your colleagues help you manage stress?

5. Summarize the discussion and remind employees about the connection between Occupational Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Occupational Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Occupational Wellness.

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| Encourage work-life balance. | It can be very easy for work-life balance to go off-course, especially if there are stressors present in the workplace that an employee feels they can control by putting in extra time or effort. Encourage employees to manage and protect their work-life balance by sticking to expected hours and making time for people and events in their personal lives. |
| Model work-life balance. | Some employees may work overtime if they see managers or leaders engaging in similar behavior. Model work-life balance for team members by encouraging senior-level leaders to demonstrate their own work-life balance. |
| Encourage employees to consider their future. | Meet with employees to ask them about their future plans and how their current roles are helping them toward future achievements. Spending time to hear from your team and understand their interests and motivations can help you to identify opportunities for professional growth, which can boost their occupational wellness and help them feel connected to the company's values and goals. |
| Recognize employees for their growth and accomplishments. | Recognizing employees for their professional growth and achievements can support their occupational wellness. Noticing their hard work can help them to find additional value and meaning in their efforts. |
| Communicate with employees. | Take time to communicate with employees about priorities and expectations that impact them. If priorities or expectations about their work or performance is unclear, they may feel unnecessary stress, which can impact occupational wellness. Taking time to ensure clear communication is in place can support employees and ensure they feel supported. |
| Provide mentoring. | Mentoring can connect employees with a trusted person to share knowledge, advice, and other information that can benefit their occupational wellness. Developing a mentoring program can provide a valuable opportunity to employees who would benefit from feedback and on-the-job training. |



Occupational Wellness: Build Your Employee's Personal Toolkits

These suggested practices and behaviors align to an employee's Occupational Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

| | |
|---|---|
| <p>Consider your definition of professional success.</p> | <p>What does success mean to you? Consider what success looks like in your role and your career. This question can help you to clarify your own goals and identify your planned professional next steps, which can improve your occupational wellness.</p> |
| <p>Take time to get organized.</p> | <p>When you feel disorganized, you may also contribute to higher stress levels and anxiety. Taking some time to organize your upcoming tasks or your workspace can help you to improve your occupational wellness.</p> |
| <p>Prioritize work-life balance.</p> | <p>Work-life balance is a crucial part of occupational wellness. Consider what work-life balance looks like for you and identify what you need to do to protect it. Ensuring you know your work schedule, understanding the expectations friends and family have for you, and knowing how much down time you want to have can all help you to understand what your own work-life balance should look like.</p> |
| <p>Set mini goals.</p> | <p>As an alternative to setting bigger goals, consider setting mini goals that can keep you focused and your efforts aligned to the achievements you want. Mini goals can help you to develop realistic timelines, understand the work and effort needed to achieve your bigger goals, and set benchmarks to help you on your professional journey. Consider sharing your mini goals with colleagues to promote accountability and ensure you have a person or group to celebrate with when you achieve them.</p> |
| <p>Find a mentor.</p> | <p>Seeking a mentor can connect you to helpful advice, ideas, and support when it comes to occupational wellness. Identify a trusted colleague who is willing to mentor you and ask them for professional guidance as you continue to grow in your profession.</p> |
| <p>Communicate with your colleagues.</p> | <p>Communicating with your colleagues can be a very important part of occupational wellness. Ensure you share and seek feedback that can help you to meet expectations and benefit from growth opportunities.</p> |

Mental Health

Mental health refers to the cognitive aspect of health. Often mental health is linked to or includes emotional health, but mental health is more the functioning of the brain, while emotional health refers to the person's mood often connected to their hormones.

Mental healthcare affects the other dimensions of health. An increase in mental health can come as a result of increased physical activity, and good mental health can then lead to an increase in self-esteem as mental performance improves. Greater self-esteem then leads to more confidence in social situations and can lead one to ask the larger questions about life, leading to increased mental health.

Mental health is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their mental health, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of mental health and encourage discussion about strategies to implement this element in their work and life.

| How Occupational Wellness connects to safety: | How Occupational Wellness connects to STEP key components: |
|---|---|
| <ul style="list-style-type: none">• Better work-life balance.• Improved employee self-esteem.• Better productivity and performance.• Lower risk for depression.• Greater sense of purpose.• Increased engagement.• Stronger communication with colleagues and managers. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Mental Health Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Mental Health Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Mental Health Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of a Mental Health Wellness-focused week or may be held weekly as part of a Mental Health Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

For these conversations, which may be especially sensitive or difficult to have with your team, you may want to have resources or best practices available to share as part of the conversation. Your company may have policies or best practices that are available for your use. These conversations may be helpful as you build trust and confidence within your team.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Mental Health Wellness and safety on-the-job.

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| Topic 1: The Importance of Mental Health Wellness | 3-5 minutes |
| <ul style="list-style-type: none"> • How do you define mental health wellness? What does mental health wellness mean to you? • How does mental health wellness impact on-the-job safety? • What do you need to build your own mental health wellness? | |
| Topic 2: Building Connections | 2-4 minutes |
| <ul style="list-style-type: none"> • How do you know when you need to talk with someone about a challenge you are facing? • Who can you confide in when you are going through a difficult time? • How do your personal and professional networks impact your safety on the job? | |
| Topic 3: Anxiety and Depression | 3-5 minutes |
| <ul style="list-style-type: none"> • How do symptoms of anxiety and depression present in a colleague? • How can we support someone who is experiencing anxiety or depression on the job? • What resources are available to our team to learn more and understand what anxiety and depression might look like or feel like? | |
| Topic 4: Suicide Prevention | 3-5 minutes |
| <ul style="list-style-type: none"> • What are some of the warning signs you may see in a person who is experiencing suicidal thoughts? • What resources exist to support colleagues who may be experiencing suicidal ideations? • What resources are available to our team to learn more about suicide prevention? | |

4. Summarize the discussion and remind employees about the connection between Mental Health Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.
5. Provide resources as available to enhance available supports to employees.

Notes:

Recognize when you need to work with professionals. Some topics may be challenging for you or others on your team. Partnering with professionals to deliver these conversations may be helpful. Your employee assistance program, EAP, may have resources that can support you. You may also benefit from partnering with your Human Resources team.

Be aware of the indicators aligned with a team member who may be in need of additional support or resources. Employees with strong or unexpected reactions to these conversations may benefit from further conversation or access to resources.



Mental Health Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Mental Health Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Mental Health Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Mental Health Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|---|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions• Resource list to share as part of the conversation | 30-60 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Occupational Wellness as the topic of discussion.
3. Summarize the connection between Occupational Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define mental health wellness?
 - What does mental health wellness mean to you?
 - How does mental health wellness impact on-the-job safety?
 - What do you need to build your own mental health wellness?
 - How do you know when you need to talk with someone about a challenge you are facing?
 - Who can you confide in when you are going through a difficult time?
 - How do your personal and professional networks impact your safety on the job?
 - How do symptoms of anxiety and depression present in a colleague?
 - How can we support someone who is experiencing signs of anxiety or depression on the job? Note: We don't ever want to assume a disorder or try to diagnose someone. We are just looking for patterns of behavior change and want to empathically be available to listen and provide referrals or support.
 - What resources are available to our team to learn more and understand what anxiety and depression might look like or feel like?
 - What are some of the warning signs you may see in a person who is experiencing suicidal thoughts?
 - What resources exist to support colleagues who may be experiencing suicidal ideations?
 - What resources are available to our team to learn more about suicide prevention?

5. Summarize the discussion and remind employees about the connection between Mental Health Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.
6. Provide resources as available to enhance available supports to employees.

Notes:

Recognize when you need to work with professionals. Some topics may be challenging for you or others on your team. Partnering with professionals to deliver these conversations may be helpful. Your employee assistance program, EAP, may have resources that can support you. You may also benefit from partnering with your Human Resources team.

Be aware of the indicators aligned with a team member who may be in need of additional support or resources. Employees with strong or unexpected reactions to these conversations may benefit from further conversation or access to resources.



Mental Health Wellness: Build Your Team's Toolkits

Use the following THHI tips and resources to support your employees' Mental Health Wellness.

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| <p>Normalize mental health conversations.</p> | <p>Encourage regular conversations about mental health to remove potential stigma around these crucial topics. Engage senior leaders and managers in conversations to add intention to these messages.</p> |
| <p>Make mental health resources readily available.</p> | <p>Eliminate potential barriers that may prevent your employees from accessing resources available to them. An employee who is going through a difficult time or may be battling anxiety, depression, or suicidal thoughts may not be willing to speak up or request resources. Make all resources readily available and ensure employees know where to find them.</p> |
| <p>Respect privacy.</p> | <p>Mental health is a private, sensitive topic. Take precautions to protect the privacy of any employee who identifies mental health wellness as an issue or who is identified by a colleague for displaying warning signs.</p> |
| <p>Display compassion.</p> | <p>Practice compassion and kindness toward an employee who may be or is confirmed to be experiencing mental health wellness challenges. On-the-job performance is often an indicator of mental health wellness challenges, which means an employee's productivity, attitude, or communication may be a symptom of a wellness issue. Displaying compassion can contribute to the employee's sense of safety.</p> |
| <p>Offer an Employee Assistance Program.</p> | <p>An employee assistance program, or EAP, may offer resources that equip your company to provide tools to help employees who need additional mental health wellness support. Engage your EAP to ensure employees know how to take advantage of these benefits.</p> |
| <p>Educate your employees on the warning signs they may see.</p> | <p>Educate your employees on the warning signs of metal health wellness concerns such as anxiety, depression, and suicidal tendencies. By communicating common warning signs, you may help employees to become more attune to noticing and appropriately addressing concerns if they are observed in colleagues.</p> |
| <p>Help employees reduce stress.</p> | <p>Stress can be a serious contributor to mental health wellness. Provide stress reduction supports such as managing workloads, encouraging time off, and open communication about challenges and solutions to help employees feel safe and in control.</p> |



Mental Health Wellness: Build Your Employee's Personal Toolkits

These suggested practices and behaviors align to an employee's Mental Health Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

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| <p>Ask for help.</p> | <p>If you feel stressed, overwhelmed, or unwell, ask a professional for help. There is no problem or emotion that is too small to benefit from a professional perspective and resources. Asking for help is always a good idea.</p> |
| <p>Be honest with yourself.</p> | <p>If you feel like you lack control over your workload or are stressed by elements of your personal or professional life, be honest with yourself. Seek feedback or guidance from a friend, family member, manager, mentor, or colleague who can provide ideas, support, or help. Addressing a potential problem early is the best way to ensure it does not become a bigger problem. Call your EAP for free, confidential support to talk through a problem and find out what resources might be available to you.</p> |
| <p>Socialize with colleagues.</p> | <p>Building social supports at work can be a helpful way to reduce stress, anxiety, and loneliness while on the job. Build in time to connect with colleagues during breaks, at lunch, or while working together at a job site when appropriate and safe.</p> |
| <p>Practice positive thinking.</p> | <p>Positive thinking can have a strong and immediate impact on our well-being; it can lead to lower blood pressure, reduced stress, and better resilience. Be aware of persistent negative thoughts and practice reframing them into positive thoughts, which can help you to see things from a different perspective and feel more in control of your mental health.</p> |
| <p>Take breaks.</p> | <p>Take breaks when appropriate during the workday to allow yourself space to process information and return to your work refreshed and focused. Short breaks can provide you with a needed mental or physical break that can reduce stress. Ensure your breaks are coordinated with others who may be on a break, and let supervisors know if you plan to take a few moments so they are aware of where you are.</p> |
| <p>Take a mental health day.</p> | <p>If you are feeling tired, unmotivated, or overwhelmed at work, consider taking a mental health day. This break can help you to pause or focus on hobbies or activities that can refresh you. Rest and relaxation can help you return to work with a greater sense of control over your contributions.</p> |
| <p>Exercise.</p> | <p>Exercise and physical wellbeing contribute to mental health. Take time each day to exercise, which in turn will produce beneficial endorphins and contribute to your overall wellness.</p> |

Environmental Wellness

Environmental Wellness is related to the surroundings you occupy. This dimension of health connects your overall well-being to the health of your environment. Your environment, both your social and natural surroundings, can greatly impact how you feel. It can be hard to feel good if you are surrounded by clutter and disorganization, or if you feel unsafe in your environment.

Environmental Wellness is an important part of behavior-based safety. When all members of your team have the resources, tools, and skills needed to support their Environmental Wellness, they are well-positioned to focus their attentions and actions on their own safe behavior as well as the safe behavior of others.

Goal: To educate your team on the general concept of Environmental Wellness and encourage discussion about strategies to implement this element in their work and life.

| How Environmental Wellness connects to safety: | How Environmental Wellness connects to STEP key components: |
|---|---|
| <ul style="list-style-type: none">• Better productivity and performance.• Lower risk for depression.• Increased engagement.• Stronger sense of workplace safety. | <ul style="list-style-type: none">• L1. Top Management Engagement• L3. Safety Responsibilities• L4. Resources for Safety• C1. Employee Participation• C3. Safety Program Goal Setting• C4. Supervisor Safety Meetings• C7. Behavior Based Safety• P6. Toolbox Safety Talks |



Environmental Wellness: Build a Culture of Safety

Toolbox Talks

To encourage employees to explore Environmental Wellness, host a series of Toolbox Talks that explore some of the key challenges related to this area and provide space for dialogue and reflection. These conversations can deepen the connection between Environmental Wellness and safety and help team members understand the types of supports that exist.

These conversations may be held daily as part of an Environmental Wellness-focused week or may be held weekly as part of an Environmental Wellness-focused month. They may also be offered independently of one another on an as-needed basis as your company identifies important conversations that will benefit from team discussion.

Suggested Process

1. Welcome team members.
2. Introduce the topic of discussion.
3. Summarize the connection between Environmental Wellness and safety on-the-job.

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| Topic 1: The Importance of Environmental Wellness | 3-5 minutes |
| <ul style="list-style-type: none">• How do you define environmental wellness? What does mental health wellness mean to you?• How does environmental wellness impact on-the-job safety?• What do you need to build your own environmental wellness? | |

| | |
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| Topic 2: Promoting Environmental Wellness | 2-4 minutes |
| <ul style="list-style-type: none">• What does an environmentally healthy workplace look like to you? How does it impact your ability to work well?• How does working in a healthy environment contribute to safety on the job?• What can you do to promote environmental wellness to others? | |

4. Summarize the discussion and remind employees about the connection between Environmental Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Environmental Wellness: Build a Culture of Safety Workshop

To encourage employees to explore Environmental Wellness, host a facilitated conversation that explores some of the key challenges and provides space for dialogue and reflection. These conversations can deepen the connection between Environmental Wellness and safety and help team members understand the types of supports that exist.

By focusing on multiple aspects of Environmental Wellness at once, you can provide the space and structure that can support your employees as they consider these important questions. The conversation may build organically, which might mean you approach topics out of the listed order or spend more time on one topic than you do on others. This can be beneficial for your team because it will be reflective of their needs and interests, which in turn can encourage more openness and understanding of what it means to build and work within a culture of safety.

| Preparation / Materials | Recommended Time |
|---|------------------|
| <ul style="list-style-type: none">• Copy of facilitation questions• Resource list to share as part of the conversation | 20-45 minutes |

Suggested Process

1. Welcome team members.
2. Introduce Environmental Wellness as the topic of discussion.
3. Summarize the connection between Environmental Wellness and safety on-the-job.
4. Discussion Questions:
 - How do you define environmental wellness?
 - What does environmental health wellness mean to you?
 - How does environmental wellness impact on-the-job safety?
 - What do you need to build your own environmental wellness?
 - What does an environmentally healthy workplace look like to you?
 - How does it impact your ability to work well?
 - How does working in a healthy environment contribute to safety on the job?
 - What can you do to promote environmental wellness to others?
5. Summarize the discussion and remind employees about the connection between Environmental Health Wellness and safety. Provide additional resources and encourage continued, open conversation about the topic.



Environmental Wellness: **Build Your Team's Toolkits**

Use the following THHI tips and resources to support your employees' Environmental Wellness.

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| Incorporate a recycling program. | Encourage employees to contribute to environmental wellness by recycling when possible. Educate your team about recycling best practices and policies and provide appropriate recycling receptacles in the workplace for their use. |
| Schedule a community clean-up day. | Invite employees to participate in a team clean-up day to benefit the community. Identify a local park, neighborhood, or other area that could benefit from your team's efforts and use the experience to foster team morale and benefit the planet. |
| Conduct an environmental assessment of your workplace. | Conduct a safety assessment of your workplace to identify potential safety issues. Ensure your workplace is free of environmental or safety hazards that could pose a threat to team members. |
| Develop housekeeping policies. | Develop or revise your company's housekeeping policies to ensure they promote a healthy workplace and environmental wellness. |



Environmental Wellness: **Build Your Employee's Personal Toolkits**

These suggested practices and behaviors align to an employee's Environmental Wellness. They can be completed independently, and each employee can choose the activity or activities that are most supportive of their needs.

| | |
|---|---|
| Adhere to housekeeping policies. | An important part of maintaining a safe environment is adhering to your company's housekeeping policies. Ensure you are aware of the policies that apply to you, such as keeping your workspace clean, organized, and free of trash or debris. |
| Recycle. | If your company offers a recycling program, participate in it to protect the planet. If recycling is not available at your job site, consider keeping any recyclable items such as water bottles or paper products to recycle when you can next locate an appropriate receptacle. |
| Manage your health. | The environment can impact your health. Maintain environmental wellness by preparing for the environments where you will spend time. On the job, follow safety requirements and best practices to protect your health. Prepare for issues such as allergies medical professional. Avoid unhealthy environmental conditions when possible, such as standing in locations where cigarette smoke is present. |

Resources:

National Institutes of Health (NIH) Emotional Wellness Toolkit

<https://www.nih.gov/health-information/emotional-wellness-toolkit>

Provides strategies and suggestions for improving emotional wellness

Substance Abuse and Mental Health Services Administration

<https://www.samhsa.gov/find-help/national-helpline>

Offers free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families as well as connections to key resources and tools

NAMI

<https://www.nami.org/>

The National Alliance on Mental Illness, or NAMI, provides supports, services and treatment options as well as numerous mental health education tools.