

Ergonomics is the science of designing the environment, equipment, tools, tasks and job to the worker. The goal is to lessen muscle fatigue, increase productivity and reduce the number and severity of musculoskeletal injuries (MSIs).

WEEK 3 MENTAL HEALTH FOCUS: WORKLOAD MANAGEMENT

Ineffective workload management can create additional stress to employees. This recommended "Lunch and Learn" type of activity opens awareness and facilitates important feedback from staff to improve on your current process.

DIRECTIONS

Download this short PPT Presentation from [Workplace Strategies for Mental Health](#) and print out the [participant handouts](#) for the staff. As the activity facilitator, try and review the facilitator handout to effectively guide the participants and discuss the key points in each PPT slides.

SAFETY SEGMENT DISCUSSION

Guiding Questions:

- Relate this resource to the participant's roles - are there some challenges to managing their workload?
- If looking at HCA Care assignments, or scheduled tasks, is this working well?

Notes to the Team Leader:

- Facilitate an atmosphere of support and openness to feedback by encouraging the staff to share experience or opinion without fear of reprisal.
- Review the [Facilitator Guide](#) for tips.

