



---

# MAINTAINING A HEALTH- CONSCIOUS WORKPLACE



# Introduction

---

This presentation is more about creating opportunities for discussion, for learning about the place in which you work, and generating engagement with resources available to you. It is not a comprehensive review of your organization- that is the homework!

There are a wide range of topics, some of which you may not have seen since your onboarding or your annual HR training

I would encourage you to think of this less didactically- there are no tests afterwards. If you find one part of this presentation interesting or compelling to follow up on, then it will be successful.

# Incident Command Structure (ICS)

---

A standardized approach to command, control, and coordination of an emergency response, developed by FEMA, but it has been adapted and implemented by many companies as a way of drafting a standardized response.

Much of it doesn't apply to companies, but many require 100 and perhaps 200 level certification

The focus is on clear communication and chain of command. Typically, traditional organizational charts are replaced with a single line, so the person you report to may be different than in other cases. Look to your organization's policies before the emergency happens.

# Incident Command Structure

---

The simplest organizational unit of the ICS is the Incident Action Plan, which is what you will most commonly interact with in case of an emergency. An IAP moves through the following 4 questions:

- What do we want to do?
- Who is responsible for doing it?
- How do we communicate with each other?
- What is the procedure if someone is injured?

<https://www.fema.gov/incident-command-system-resources>



# Awareness of Policies

---

Not just something for HR annual training

Fire, Security, Disaster, Sexual Assault

- These are topics to master, keep on the back burner for yourself
- Specific to your organization/department, so we cannot go into detail here
- Should be available on a shared drive, the intranet, and/or in a hard copy department resource guide
- Depending on your position, you may have a role to play in that plan, and finding out as its enacted isn't advised!

# Employee Assistance Program (EAP)

---

- A set of benefits offered by your employer to address personal issues that can impact how well you are able to do your job
- This is a direct response to concrete evidence, from the first EAP's in the 60's and 70's, that it provides value to the employees
- Even as recently as this decade (Buon and Taylor, 2007)

<http://www.tandfonline.com/doi/abs/10.1080/1555240802540079?queryID=%24%7BresultBean.queryID%7D&#.VZVdvPlVhBd>

# Employee Assistance Program

---

Examples of services can include:

- Substance abuse
- Occupational stress
- Emotional distress
- Major life events, including births, accidents and deaths
- Health care concerns
- Financial or non-work-related legal concerns
- Family/personal relationship issues
- Work relationship issues
- Concerns about aging parents



# Employee Wellness Program

---

- Employee Wellness Programs
- Similar to EAP's, but these are in-house, focused on physical well-being
- Can be very small, like a walking club, and can scale up tremendously like with nutrition and exercise classes, incentives for joining a gym (see Safeway's model) <http://www.wsj.com/articles/SB124476804026308603>
- Focused on engaging you in healthy behavior, and improving productivity - a win-win
- Consolidate your resources, if your company incentivizes/organizes healthy behaviors that you already do or would like to do, kill two birds with one stone!



---

# Your Kepro EAP

- EAP Services available to employees, any household members and dependents
- Confidential
- EAP Counselors available 24/7/365 via 833-539-7285
- Up to 6 in person counseling sessions, per issue, per year, per household member
- Management Consultations
- Financial/Legal Consultation and Referral Service
- Work/Life & Convenience Services
- <https://sowi.mylifeexpert.com> Company code: SOWI

---

**We want to hear your  
feedback! Please  
complete a training  
evaluation.**

**Thank you!**



<https://app.smartsheet.com/b/form/dacb2d9b38564db4afb5ab8426d91ad6>



# Questions & Answer

---

Maintaining a Health-Conscious Workplace