

4 Health Basics



Welcome and share

- Welcome the team to the session. Explain that today is all about the **four basics of health**.
- Reflect on what was covered in the previous session and ask the team to call out what they've put into action.

Toolbox activity

1. Create an imaginary line within the space you are using.
2. Explain that one end represents '**very often**' and the other end represents '**never**'.
3. Ask the team to move themselves along the line to represent their answers to the following questions:

Note: Check in with the different people from the team to find out why they have placed themselves there.

- How often do you drink approx. 2 litres of water per day?
- How often do you sleep for approx. 8 hours per day?
- How often do you exercise per week?
- How often do you eat 5+ fruit and vegetables per day?

4. Run a group discussion on ways that they can **improve** the different areas of health.

Key messages

- Work can be **stressful** and it's easy to slip into bad habits, but **making small changes can make a huge difference**.
- Looking after our health and wellbeing is **crucial for staying safe** and well at work and home.
- Health, wellbeing, and safety starts with us. Keeping ourselves and our teammates safe is a **top priority**.
- When we are fit and healthy, we are better equipped to handle physical demands and make sound decisions to prevent harm or worse from happening.
- It's important that we **bring our best selves to work every day!**

Create commitment

1. Ask the team to stand in a circle and agree on one thing that they will commit to doing to improve their health and wellbeing in the areas that they are struggling with the most.
2. Remind the team that you will be checking in on them and their commitment. They will be asked to share their actions at the beginning of the next session.



Tips to supercharge the toolbox

- If you have access to a device, show a safety share from the business. You can download this from the Protect Matrix or source a relevant story from your division.
- If you have access to rope or masking tape, you can use this to create the line within the space you are using.
- If you have access to printed materials, print off the 4 basics of health worksheet and get your team to fill them out themselves. There is also a 4 basics of health poster to put around the room.
- If they have completed this activity before, check in with what has improved and celebrate it.



Watch It



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Completion

Tick the circle that best represents you

How many glasses of water do you drink every day?

Just one

More than eight



I try to stay away from water

I love water and drink heaps

What is one thing you can do to maintain or improve this?

How much exercise do you get each week?

Less than one

More than four hours



I'm happiest on my couch

Exercise is my friend

What is one thing you can do to maintain or improve this?

How many serves of fruit and vegetables do you have every day?

Less than one

More than eight



I'm not a fan

I love fruit and vegetables

What is one thing you can do to maintain or improve this?

How much sleep do you get most nights?

Less than four hours

More than eight hours



I struggle to sleep

I sleep well

What is one thing you can do to maintain or improve this?

Wellbeing House



Welcome and share

- Welcome the team to the session. Explain that today is all about **understanding our wellbeing**.
- Reflect on what was covered in the previous session and ask the team to call out what they've put into action.

Toolbox activity

1. Start by sharing your **wellbeing house/Te Whare Tapa Wha**.
2. Explain the following:
 - A great analogy to help us understand our wellbeing is a wellbeing house (Te Whare Tapa Wha).
 - For a house to stand strong, it needs four walls. If one wall is weak and starts to crumble, the house will ultimately collapse.
 - Each wall represents a different dimension of health and wellbeing. Talk through the different dimensions using the image on the back of the page.
 - We are going to spend some time creating/thinking about our own wellbeing house.
3. Ask the team to create their own house, using onsite materials, drawing it on a piece of paper or thinking it in their head.
4. Remind the team that they need to think about their **intentions** for each wall when building the house.
5. Get the team into pairs and ask them to share their house with each other.

Key messages

- We need to nurture and maintain all dimensions to bring our best selves to work every day.
- Creating a **strong house** will ensure a **strong and resilient** foundation for our overall wellbeing.
- By adopting healthy habits, you reduce the risk of accidents, injuries, and errors on the job. This is what's going to get us home to our Why every day.

Create commitment

1. Ask the team to stand in a circle and agree on one thing that they will commit to doing to keep their four walls strong and bring their best self to work every single day.
2. Remind the team that you will be checking in on them and their commitment. They will be asked to share their actions at the beginning of the next session.



Tips to supercharge the toolbox

- If you have access to a device, show a safety share from the business. You can download this from the Protect Matrix or source a relevant story from your division.
- If you have access to printed materials, use the Te Whare Tapa Wha/Wellbeing house cut outs or worksheets and get the team to create their own physical copy of the house.
- Once the team has created their own The Whare Tapa Wha, encourage them to take a photo of it so that they can refer back to it.
- If this is a refresher, make sure you take some time at the beginning of the session to celebrate the great stuff that they've done since you ran it last.



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Taha hinengaro
Mental and emotional wellbeing

- Handling stress
- Checking in with yourself
- Practising gratitude



Taha whānau
Social wellbeing

- Building relationships
- Spending time with family & friends
- Building connections



Taha Tinana
Physical wellbeing

- Sleeping
- Eating well
- Exercising



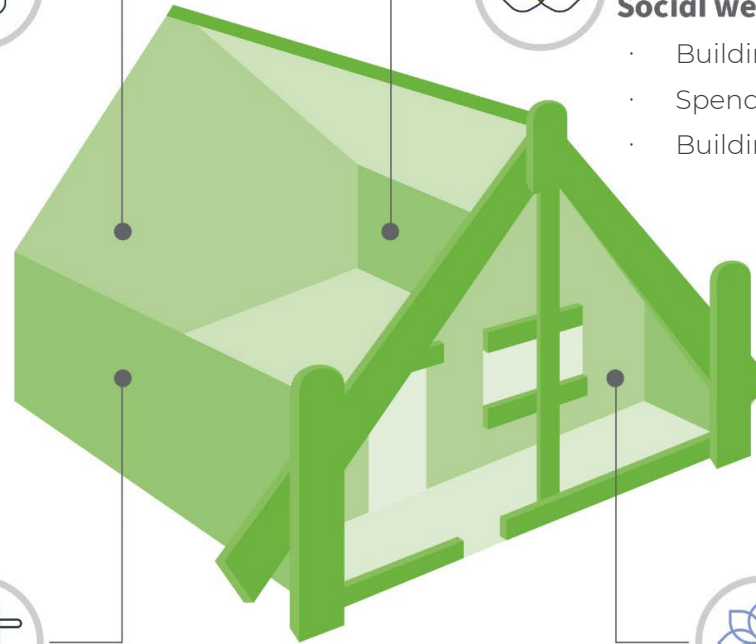
Taha wairua
Spiritual wellbeing

- Worshiping
- Spending time in nature
- Doing something creative



Whenua
Land - roots

- Spending time in places important to you
- Being at home with your friends & family



Danger Bias



Welcome and share

- Welcome the team to the session. Explain that today is all about **identifying what you think is risky and why this is different from your teammates.**
- Reflect on what was covered in the previous session and ask the team to call out what they've put into action.

Toolbox activity

1. Get everyone to stand up and explain that there is an imaginary line along the room or site.
2. Point to one end and explain that it represents **really high risk.**
3. Point to the other end and explain it represents **really low risk.**

Note: After each situation, question people on why they placed themselves there on the continuum. Start to get them thinking about the fact that everyone's risk perception is different.

4. Call out the following statements and ask the team to place themselves along the line based on how risky they perceive the activity to be.
 - Swimming in open water
 - Forgetting to change your smoke alarm batteries
 - Driving while you are extremely tired
 - Using the lawnmower while wearing jandals
 - Driving with someone who is using their phone
 - Working in a toxic environment.
5. Repeat the activity, this time asking them to think about how they would perceive the risk if someone in their family was doing the task.
6. Ask: "What's changed and why?"

Key messages

- If your perception of risk **is low, you're less likely to put controls in place.**
- If we **don't see the risks involved,** it can make it **difficult** to see the **importance of controls, making the risk even higher.**
- We need to be thinking about the stuff that could kill us, those are the hazards that we should be putting our risk radar up for every day.
- **Everyone's perception of risk is different,** so we need to watch out for each other and think about the controls that are appropriate for the level of risk.

Create commitment

1. Ask the team to stand in a circle and agree on one thing that they will commit to increase their perception of risk.
2. Remind the team that you will be checking in on them and their commitment. They will be asked to share their actions at the beginning of the next session.



Tips to supercharge the toolbox

- Show a safety share from the business. You can download this from the Protect Matrix of source a relevant story/video from your division.
- If you have access to additional resources, you can use tape or a rope to create a real-life continuum.
- Add your own examples to the activity. If there are examples that relate more specifically to your workplace, include them.
- If you have access to printed materials, print off the 'Did you Know' posters and use these to explain why everyone's perception of risk is different. Alternatively, you can read the facts out on the back of this page.
- If this is a refresher, make sure you take some time at the beginning of the session to celebrate the great stuff that they've done since you ran it last.



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Did you know...

You are more likely to be afraid of a risk when you are forced to face it, like a driver in a car next to you using their mobile than you are when you are using a mobile while driving yourself.

If you've recently experienced something bad, such as a serious injury or death of a friend, you are much more aware of the risk.

When kids are at risk, your fear is greater. Asbestos at work doesn't tend to frighten us as much as asbestos in a school.

When you are first exposed to a risk, you are more afraid than after you've lived with it for a while.



Stop – Think – Do

STOP

THINK

DO

Toolbox

15

Welcome and share

- Welcome the team to the session. Explain that today is all about **putting up your risk radar, finding your blind spots and practicing Stop – Think – Do.**
- Reflect on what was covered in the previous session and ask the team to call out what they've put into action.

Toolbox activity

1. Ask: "Who here has driven from A-B and doesn't remember driving?"
2. Ask: "What could happen to us if we go on autopilot like this while we are driving?" (We could have a serious accident)
3. Explain the following:
 - When we do things **regularly**, like our jobs, it's easy to go on **autopilot mode**.
 - This is what happens when we get comfortable with a task. We become so familiar with it that we **become blind to the risks, these are what we call out blind spots.**
4. Set up a group of objects in the space where everyone can see them. Use at least 10 objects such as PPE, pebbles, office supplies, pens etc.
5. Ask everyone to take a few moments to look at the objects and familiarise themselves with what they are.
6. When everyone is ready, ask them to turn around and close their eyes.
7. When everyone has turned around, remove 3 - 4 of the objects from the group.
8. Ask everyone to turn back around and look at the remaining objects
9. Ask them to identify what's missing.
10. Ask: "How does this relate to us onsite?"

Key messages

- When you are familiar with a task, you're stressed out, your mind wanders, or you're distracted - your brain switches into autopilot.
- This is down to something in our brains called **RAS. (Reticular Activating System)**
- RAS is a network of neurons in our brains that act like a gatekeeper. Its main job is to filter out information that is repetitive or unimportant.
- When we are exposed to risk every day, our brains can easily go into autopilot mode. The RAS will filter out this information, as we see it every day.
- This is okay if we are brushing our teeth, or tying our shoelace, but what about when we are at work and **at risk of something seriously injuring us?**
- Just as we may have missed an object in the activity, we can also overlook hazards.

- We need to practice **Stop-Think-Do**. When something changes, you don't know something, something new is onsite or something feels off. **Stop-Think-Do.**
Note: Talk through the Stop – Think – Do model on the back.

Create commitment

1. Ask the team to stand in a circle and agree on one thing that they will commit to put their risk radar up and Stop – Think – Do.
2. Remind the team that you will be checking in on them and their commitment. They will be asked to share their actions at the beginning of the next session.



Tips to supercharge the toolbox

- Show a safety share from the business. You can download this from the Protect Matrix of source a relevant story/video from your division.
- If you have access to video, share the video on Blind Spots.
- If you have access to printed materials, you can print off the Stop-Think-Do poster and use this to talk through the model.
- If this is a refresher, make sure you take some time at the beginning of the session to celebrate the great stuff that they've done since you ran it last.



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Stop - Think - Do

STOP

- What's changed?
- Take a moment to clear your head.
- Put up your risk radar and check in on your danger bias?

THINK

- What is the dangerous stuff (critical risks)?
- What's the worst thing that could happen?
- What can we do to make sure it doesn't happen?

DO

- Decide whether it's safe to keep going (go/no go).
- If the flag is green - you're good to go.
- If the flag is orange - proceed but be careful
- If the flag is red - stop immediately. Speak up and take action.

