

### Spring Up Workplace Safety & Care Plan

This resource is to help you be proactive and prepare to care for yourself. It is best to fill out when you are in a positive space and feel cared for and safe. Filling this out can be triggering, it is ok not to know who you have to support you, or where you can go. This can also be a tool to identify spaces for growth and strategy to build more of a support system.

*Identifying support: (can be done in partnership with [Podmapping tool](#))*

**Who would you contact / turn to:**

- help you process or deal with challenging emotions?
  
- ground, care for yourself and your body?
  
- have fun and get your mind off things?
  
- process challenges or conflicts related to work?
  
- hold you accountable and support you if you harmed someone?
  
- in case of an emergency or crisis involving the state (police, immigration, hospital, etc)? Is this person or are these people labeled “in case of emergency” in your phone?

Do these people know they are your contact / support for these types of situations?

What spaces do you feel most comfortable and/or safe?

What spaces do you feel most able to get your work done?

How can you ground yourself and check in on how you are doing before, during, or after work?

**Recognizing Signs & Self Care:**

	What are warning signs (thoughts, behaviors, emotions, mood, feelings in your body) that you are beginning to feel:	What practices help you when you are feeling:	How do you want to relate to your work when you are feeling:
anxious or stressed			
sad or depressed			
angry or frustrated			
reactive or ungrounded			
lonely or unsupported			
burnt out or overworked			

What is one thing that is extremely important to you and worth living for?

What in general excites you and motivates your life?

What are three things you like about yourself or think you are good at?

What are three affirmations you can say to yourself?

**Boundary Mapping:**

Often it only takes a small push from the outside and we do most of the coercion and pressuring ourselves. Internal boundaries include self discipline, time management, impulses and compulsions, negative self talk, doing things you don't have or want to do, overdoing and not getting rest / recreation / food. Working on internal boundaries makes it much easier to assert your boundaries with someone else.

**What are internal scripts / things you tell yourself that cause you to violate your own boundaries or do things you don't want to do when it comes to:**

- Work?
  
- family of origin needs?
  
- chosen family and friends needs?

Physical and Material Boundaries: What spaces and objects do you want to keep separate from your work? Are there any objects you always want to have around to ground you while you are working?

YES	MAYBE	NO

Time Boundaries: What time is just for you and you will not engage with work? Is it a specific time / day, or 5 minutes per day you will turn off email? Are there seasons you will allow yourself to slow down and do less?

YES	MAYBE	NO

**Mental Boundaries:** What are your immovable values and beliefs? What information about you is personal, private, or public (i.e. share with your team vs talk about publicly)? Which opinions, ideologies, attitudes, or beliefs are you unwilling to entertain or listen to?

YES	MAYBE	NO

**Emotional Boundaries:** Healthy emotional boundaries prevent you from projecting, blaming others, accepting blame that is not your own, and burn out. What types of emotional support are you and aren't you willing to provide? Are there situations you are not willing to respond to?

YES	MAYBE	NO

**Identity Boundaries:** Which parts of your identity do you share with whom? Which people or communities do you want to know about your invisible identities? Which people or communities would you not?

YES	MAYBE	NO