

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

ERGONOMICS OF WORK

Topic Overview

Injuries resulting from poor ergonomic design are sometimes acute (sprains), but are often cumulative (carpal tunnel syndrome, rotator cuff tendinitis, sore elbows, or bursitis). Follow these safety tips to help improve ergonomic performance in your work area.

Hazards to be aware of

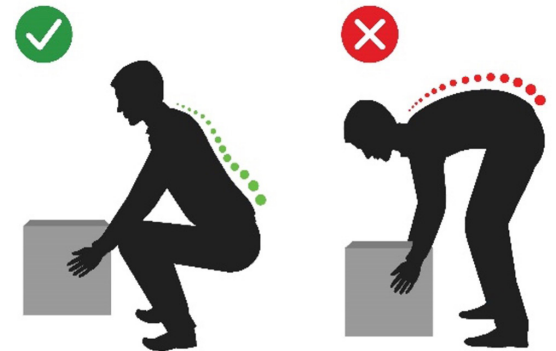
Factors that contribute to the ergonomics of work:

- The amount of force exerted or the weight of the load.
- A person's posture, reach and grip positions and the frequency or cumulative time spent in awkward or static positions.
- The duration of applied force from gripping, pushing, pulling, or frequent lifting.
- Heights and distances to working surfaces, materials, and supplies.

Safety Tips

GENERAL

- Stretch the muscles each time you go back to work throughout the day. Statistics have shown that the majority of injuries occur after coffee or lunch breaks – this is because many people think of stretching at the start of the workday, but don't realize their muscles need to be stretched again following a break.
- Know your physical limitations. Don't attempt to perform activities when the work environment is not suited to you.



BACK AND SHOULDERS

- Have materials and supplies raised to waist level so bending is minimized. This will help to avoid lower back sprains and pulled hamstrings. If bending is required, bend at the knees and use the leg muscles to raise and lower the body.
- Avoid work conditions where the hands are above the head or elbows away from the body. This is common in office environments and overhead work.
- Move keyboards away and down to a location where the arms are relaxed, elbows comfortably at sides and forearms parallel with the floor.



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ARMS, WRISTS AND HANDS

- When working with power tools or other hand-held objects, avoid situations where the wrist is bent.
- Carry loads close to the body with a clear line of sight to the travel path.
- Avoid using tools that vibrate continuously, or aggressively, or require prolonged pinching or gripping.

EYES AND NECK

- Computer monitors should be at eye level and the neck should not be tilted up or down. Use a document holder to support paperwork you need to look at.
- Ensure there is proper lighting in work areas and minimize eyestrain by positioning the monitor to avoid backlighting or direct glare on the screen

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			