

The weekly safety meeting is intended to be conducted by the supervisor or lead in their small group(s). This guide contains everything that is needed to conduct a meaningful small group safety meeting. This contains the following:

- Meeting Notice
- Leaders Guide
- Employee Handout, Quiz and Puzzle
- Meeting Sign-In Sheet
- Quiz and Puzzle Answers

Weekly safety meetings are not optional and must be conducted each week. If an employee is absent from the training – it is the responsibility of the supervisor or lead to conduct a make-up session to ensure that all employees have been trained. Training records (meeting sign-in sheets) must be turned into the Plant Manager each week.

#### PRIOR TO THE WEEKLY MEETING:

- Post the meeting notice in your area where your employees will see
   it
- Read through the Leaders Guide and Employee Handout to familiarize yourself with the topic for the week
- Make copies of the employee handout (one for each employee)

#### AT THE SAFETY MEETING:

- Pass around the meeting sign-in sheet ensure all employees present at the meeting print and sign their names
- Pass out the employee hand-out, quiz and puzzle
- Conduct the meeting keep the meeting simple
- Encourage discussion and questions



# **WEEKLY SAFETY MEETING NOTICE**

# THIS WEEK, OUR SAFETY MEETING WILL COVER REPETITIVE MOTION

SHIFT:			
TIME:			
DATE:			
PLACE:			



#### **Leaders Guide**

#### **PROCEDURE REFERENCE:**

NONE

#### **MEETING OBJECTIVE:**

Repetitive motion injury (RMI) is a serious health and safety problem that affects millions of people. Once a worker is stricken with this type of injury, he or she may lose a great deal of time from the job while recovering and receiving treatment. There's even the possibility that the worker might have to stop performing some tasks permanently. Prevention is clearly the best cure for this type of injury. The purpose of this meeting is to inform employees about the dangers of repetitive motion injury and show them the steps they can take to prevent it.

Ergonomics is the applied science of equipment design and arrangement, intended to maximize productivity by reducing operator fatigue and discomfort. Injuries related to ergonomics are caused by over-use, impact, vibration, repetition, and/or forceful exertion. Largely injuries of the musculoskeletal systems of the body, these injuries include carpal tunnel syndrome, bursitis, tenosynovitis, tendinitis and others. These problems affect the muscles, ligaments and tendons as well as the nerves and blood vessels.

#### **MEETING PREPARATION:**

Review the employee handout to see if there are any other materials you wish to bring to the meeting.

Make a list of jobs at your facility that involve repetitive motion. Be prepared to discuss methods for avoiding injury.

Use a flip chart during the discussion to write key points and employee responses. This technique visually reinforces your instruction.

#### **MATERIALS CHECKLIST:**

List of jobs involving repetitive motion

Flip chart and marking pens



#### **Leaders Guide**

#### MEETING INTRODUCTION

While you're doing your job or completing tasks at home, you may be performing certain actions and movements over and over. If you're also using excessive force, failing to condition or relax your muscles sufficiently, or completing that task in a work area that hasn't been adjusted properly, you may be setting yourself up for a repetitive motion injury. Today, you'll learn what causes repetitive motion injury--known as RMI--and the steps you can take to prevent it.

Repetitive motion injury is common among workers who consistently perform tasks that require them to repeat the same movements over and over. The pain associated with repetitive motion injury most often affects the tendons, nerves, and muscles of the hands, wrists, elbows, arms, neck, and lower back.

Estimates of the costs associated with work-related RMI's range from 13 billion to \$54 billion per year. According to the Bureau of Labor Statistics, about one-third of all occupational injuries and illnesses are due to overexertion or repetitive motion. Numerous case studies show that increased ergonomics-oriented awareness, training, and hazard reduction will reduce injuries, lost work time, and associated costs.

Repetitive motion injury isn't new. It used to be referred to as "washerwoman's thumb" or "telegraph operator's cramp." but today, with the spread of automation and increased production demands, the incidence of this syndrome has rapidly increased. Today, hundreds of thousands of cases are reported every year. If the pain associated with this injury is ignored, permanent damage can result. Fortunately, treatment can help – and establishing better work habits can prevent similar problems in the future.

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Ergonomics-related injuries can be reduced by improvements in equipment and work practices. An example is work in a nursing home, where an employee is more likely to



#### **Leaders Guide**

be injured than is a worker in a coal mine or steel mill. The most common injury for a nursing home worker is back injury caused by lifting patients. These injuries can be

reduced significantly by use of mechanical lifting and transfer devices for moving patients in and out of beds and chairs.

Question: What are some common causes of repetitive motion injury?

Answer: Performing tasks that require you to repeat the same movements over and

over

Using a chair that's improperly adjusted

Completing tasks in an improperly arranged work area

Neglecting to vary tasks

Varying one repetitive job with another that uses similar motions

Using excessive force when performing a repetitive task

**Twisting** 

Neglecting to rest your body sufficiently when performing repetitive work

Question: What are some of the symptoms of repetitive motion injury?

Answer: Difficulty gripping objects

A tingling or burning sensation in the affected area

Numbness

Pain that occurs when you're trying to sleep

Question: You should never ignore these symptoms, or related symptoms.

Failure to take action when repetitive motion injury exists can lead to



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several serious physical problems. What are some of these problems?

Answer: Loss of muscle strength

Severe pain in the affected area that may extend to other areas

Nerve damage

Permanent loss of sensation and muscle control

Question: How can you protect yourself against ergonomics-related injury?

Answer: Pay attention to how you do your job. Be aware of long reaches for

materials, repetitive motions and twisting movements while carrying an

object.

Arrange your workstation for the best placement of tools and supplies. Things you use frequently should be within easy reach. Infrequently used

items should be stored out of your way.

Use mechanical equipment for lifting and moving items whenever possible. An electrical lift table and a hand cart can save your back. Talk

to your supervisor if you see a need for this equipment.

Use good posture. Sit, stand and walk with your back relatively straight,

while maintaining the natural curves at the neck and lower back.

Question: How can good work habits help prevent repetitive motion injury?

Answer: When you take scheduled breaks, or switch to another task that uses

different motions, you can give the muscles and tendons you've been

using the opportunity to rest.

Question: What can you do when you can't vary tasks or take a break?



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Answer:

You can work out the tension that builds up in your hands, wrists, arms, neck, and shoulders by performing a few quick exercises. For example, you can...

Shake out your hands

Roll your shoulders forward and back

Gently rotate your wrists

Raise your arms over your head to loosen up your shoulders

Gently roll your head to loosen up your neck

Question: Why is it important to try to keep your wrists in a neutral position

when completing a task?

Answer: If you keep your wrists in an awkward or uncomfortable position when

performing a particular motion over and over, you put undue pressure on the tendons within your wrist. These tendons become inflamed and press

on the nerves, causing pain.

Question: Why is it important to use the right tool for the job?

Answer: Failing to use the right tool may cause you to grip objects more tightly than

you should. That means you're putting unnecessary strain on muscles

and tendons-possibly contributing to a painful injury.

Question: Why is it better to adjust a task to you, whenever possible, rather

than vice versa?

Answer: Ergonomic measures for preventing RMI's actually pay off in terms of

reducing worker injuries, lost work time, and insurance and medical costs. When you try to adjust yourself to a particular task, you may be forcing yourself to work in an awkward position for a long period of time. This causes unnecessary stress and strain. Instead, you should do what you

can to adjust the task to you.



#### **Leaders Guide**

Explain that employees should discuss adjustments with you if they involve changes in work procedures.

Question: What else can you do to avoid repetitive motion injury?

Answer: Check with me before you begin a new task. I might have suggestions for

safer, more efficient ways to work. Also, let me know right away if you're having difficulty performing a task. For example, if you find yourself working in an awkward position for long periods, talk to me before you

start to experience stress and pain.

Review the employee handout: How to Prevent Sprains, Strains, and Other Injuries. Ask the employees to list additional items. Write down these items on the flip chart.

#### **SUMMARY:**

Awareness is the key to preventing RMI. Taking the steps we've talked about today should help you prevent the occurrence--or recurrence--of this serious, and often disabling, form of injury. And remember that if you are affected by the type of symptoms we discussed today, make sure you notify your supervisor immediately.

#### **EMPLOYEE HANDOUT**

- A. Employee Handout
- B. Employee Quiz
- C. Employee Puzzle



# HOW TO PREVENT SPRAINS, STRAINS AND OTHER INJURIES

- Keep cases close to the body when lifting and carrying in order to reduce stress on the back.
- Use thermal gloves when stocking cold items. Cold temperatures can reduce circulation, causing stress on the hands.
- Use kneepads when stocking low shelves for long periods of time. This reduces the stress on the knees and legs when kneeling.
- Use a step stool to reach items on the top of pallets or on high shelves.
- Use a kneeler or stool when working at low shelves for long periods of time.
   This reduces stress on the knees and legs when squatting and kneeling.
- Rotate stocking tasks to avoid prolonged kneeling, squatting and overhead reaching
- Use a cart to move items from the pallet to the shelving or case where they are stocked.
- Keep cart wheels well maintained.
   Wheels that are in poor repair can make
   carts difficult to push. Racks or carts
   with bad wheels should be removed
   from service until they can be repaired.
- Arrange shelves so that heavy items and fast-moving items are stored within easy reach. This reduces the stress on the body caused by bending or reaching overhead.
- Use the correct safety cutter for the job. Be sure to use a left-handed cutter if you are left handed.
- Keep safety cutters sharp. Using dull tools requires more force. Replace cutter blades often.

- Report improperly stacked pallets to the supplier to reduce future problems.
- Ensure that floors are free of debris and spills. Report any floor problems that need repair immediately.
- Use boxes or totes with handholds, where suitable.
- Work with suppliers to get lighter weight that is manually lifted.
- Use carts with larger wheels so they are easier to push. Carts with raised bottom shelves are recommended so you can maintain a more neutral body position when lifting or placing items.
- Ensure that there is adequate room around carts and pallets for lifting tasks. You should be able to walk around the pallet or cart, rather then reaching or bending.
- Avoid congestion in aisles so you have adequate room to sort cases, open cases, mark merchandise and stock shelves.
- We'll try to equip stockrooms and central processing areas with roller bed conveyors and turntables to reduce lifting and carrying. Maintain turntables so they move easily with little force applied. Maintain rollers to reduce the pushing and pulling forces needed to handle cases.
- If a turntable is not used, place a flat piece on stainless steel over the end section of the roller bed, preferably with nonstick coating, to allow cases to be turned easily. The metal surface should allow the cases to be easily pushed onto the roller bed.
- Use a powered hand jack or scissors-lift to raise pallets to waist height.
- Work with suppliers to obtain freight with pallet load heights that are within easy reach.



# **Meeting Sign-In Sheet**

MEETING DATE:		LOCATION:			
SHIFT:		CONTENTS OF MEETING:	☐ Handout	☐ Video	
			☐ Other	☐ Guest Speaker	
MEETING CONDUCTED BY:				<b></b>	
GUEST SPEAKER (if applicable	e):				
ATTENDEES:					
NAME(Print)	SIGNATURE	NAME(Print)	SIGNAT	URE	
1		16			
2	_				
3	_	18			
4	_	19			
5	_	20			
6	_	21			
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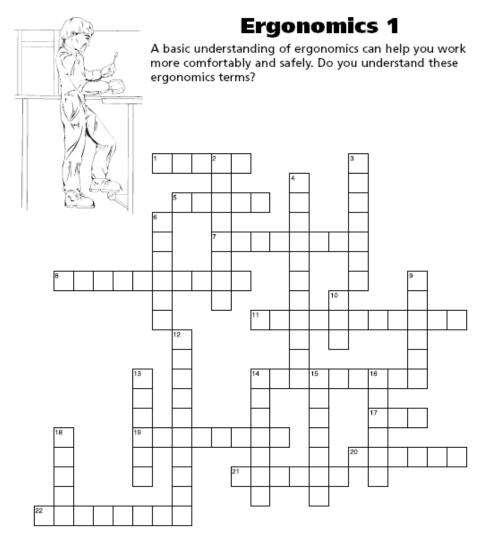


Quiz

1.	Use a to move items from the pallet to the shelving or case where they are stocked. (BODY, HAND, or CART)
2.	Keep cart well maintained that are in poor repair can make carts difficult to push. (WHEELS, HANDLE or FORKLIFT)
3.	Arrange shelves so that heavy items and fast-moving items are stored within This reduces the stress on the body caused by bending or reaching overhead. (HARD TO REACH or EASY REACH)
4.	Use the correct safety cutter for the job. Be sure to use a if you are left-handed. (RIGHT-HANDED CUTTER)
5.	Keep safety cutters (SHARP or DULL)
6.	Make sure floors are free of and Report any floor problems that need repair immediately. (DEBRIS, SPILLS or PEOPLE, DOGS)
7.	Use carts with wheels so they are easier to push. (SMALLER OR LARGER)
8.	Ensure that there is adequate room around carts and pallets for  (LIFTING TASKS or LUNCH)
	Avoid congestion in so you have adequate room to sort cases, onen cases, mark merchandise and stock shelves. (BREAKROOM OR AISLES)



## **Employee Puzzle**



#### ACROSS

- 1 exertion or intense effort
- 5 piece of furniture
- 7 relating to the body
- 8 good exercise, bad work technique
- 11 area where tasks are carried out
- 14 fiber that links bones together
- 17 repetitive motion injury (abbr)
- 19 movement
- 20 hamstring, e.g.
- 21 physical harm or damage
- 22 dancing is a form of

#### DOWN

- 2 painful contracting of muscle
- 3 dilemma
- 4 field of study concerned with modification
- 6 fibrous tissue
- 9 connections of movable parts of the body
- 10 ergonomic injury (abbr)
- 12 able to be altered
- 13 exertion
- 14 raising
- 15 unwieldy or clumsy
- 16 impulse transmitters
- 18 loosen





## **Quiz Answers**

1.	they are stocked. (BODY, HAND, or CART)
2.	Keep cart well maintained that are in poor repair can make carts difficult to push. WHEELS HANDLE or FORKLIFT)
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**Employee Puzzle Answers** 

# **Ergonomics 1**

