

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

<i>Company Name</i>	<i>Project Name</i>	<i>Supervisor</i>	<i>Date</i>

Ergonomics

The primary goal of an ergonomics program is to reduce work-related injuries and illnesses by adapting the work to fit the person, instead of forcing the person to adapt to the work.

General:

- Eliminate the need to carry. This may not be feasible, but it should be the first strategy to consider.
- Use two hands instead of one for a task --to reduce excess demand on a single muscle group.
- Rearrange the layout of the task to eliminate unnecessary carrying
- Use mechanical handling aids such as fork lifts, hand trucks, cranes, and four wheel dollies.
- Use tools that are right for the job and proportioned for your body.
- Use power tools instead of manual tools when possible.
- Take frequent breaks from repetitive motion tasks.
- Avoid repeating awkward movements or holding yourself in awkward positions.
- Ask for help when carrying bulky or awkwardly shaped objects.
- Eliminate tripping hazards with good housekeeping practices.

Ergonomics is all about working smarter, not harder. Remember to let your work conform to you and think of a better way to do a job.

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Additional Topics and Meeting Attendees on back:

ADDITIONAL TOPICS COVERED: (I.E. Hazcom, Emergency Plan)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
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12.		

Basic Fire Safety

This Toolbox Meeting is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards.