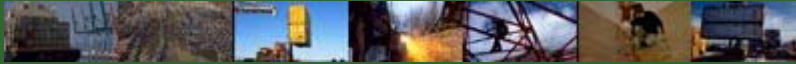




Safety Meeting Outline



SMO 05-0201

BACK INJURY PREVENTION

By SeaBright Insurance Loss Control

Inadequate workplace design contributes to innumerable back injuries each year. They are one of the leading causes of job-related disabilities, translating into pain and suffering for employees and tremendous costs and losses in production to industry.

Many, if not most, of these injuries are caused by undesirable task requirements and/or awkward postures induced by the workplace configuration. Many of the **undesirable task requirements** include:

- Repetitive load handling.
- Handling loads that require awkward body postures, such as having to bend and reach out to an object that cannot be held close to the body in an erect posture.
- Handling excessively heavy and/or bulky, difficult-to-hold materials.
- Twisting the torso to one side while lifting.
- Repetitive or sustained bending over.
- Handling demands beyond the capabilities of people assigned to the job, including strength as well as metabolic energy requirements that are excessive.

Some **basic design principles** include:

- Minimize the weight, range of motion and frequency of the activity.
- Keep heavy objects at a height above the knee and below the shoulder to minimize awkward postures and back stress.
- Convert lifting and carrying to a horizontal motion through the use of conveyors or rollers where possible.
- Avoid reaching into bins or containers with the entire upper body by keeping the bin or container off the floor and tilted or through the use of collapsible sides.
- Push rather than pull objects.
- Ensure material handling equipment provides easy movement by having low-friction wheels, handles easily grasped in an upright posture and reasonable loads.
- Do not use heavy carts on steep or slippery surfaces.
- Avoid repetitive or sustained twisting, stretching or leaning to one side.
- Design work stations so that the employee is not forced to bend over, especially with extended forward tilting of the head.

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SAFETY MEETING AGENDA

DEPARTMENT/JOB SITE: _____ MEETING DATE: _____

1. **Open Meeting & Present safety topic:** _____
2. Read minutes from previous meeting.
3. **Persons present:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

4. **Old Business** – Status of previous recommendations. Discuss pending old business if any.

5. **Accidents** – Discuss accidents and near misses that have occurred since the last meeting. Brief summary of accidents to date by number and type. Note any trends. Discuss corrective action taken, or needed. Concentrate on accident causes to make everyone more aware.

6. **Inspection Reports** – Report on findings and recommendations of any inspection reports made since last meeting.

7. **New Business** – Solicit employee suggestions. Discuss new procedures, changes to company safety policy, etc.

TIME MEETING STARTED: _____ TIME FINISHED: _____
MEETING CHAIRED BY: _____ TITLE: _____