



Safety Meeting Outline



SMO 09-0201

PREVENTING STRAINS & SPRAINS

By SeaBright Insurance Loss Control

This Safety Meeting Outline helps you apply general material handling rules to specific activities in which your employees are involved. Choose work activities that apply to these principles and structure your safety meeting presentation to address them.

1. **Identify a task** involving material handling (lifting, pushing, carrying, setting down, etc.).
2. **Break the task down** into its most basic steps. What does the worker do? (Example: lift a case of material from a truck bed, turn and carry it to a location in the building where it is set on the ground).
3. **Apply the lifting principles shown below**, as applicable:

PRE-LIFT TIPS	LIFTING FROM GROUND LEVEL	LIFTING FROM OVERHEAD	LIFTING FROM A SHELF, DESK, ETC.	TIPS WHEN CARRYING	MOVING CARTS, HANGING LOADS	SETTING LOADS DOWN
<p>Determine the weight of the load before lifting or carrying.</p> <p>Are you able to do it alone? Get help or mechanical assistance as needed.</p> <p>Does the size/shape of the load present any problem?</p> <p>Will you have to turn/change direction while carrying the load?</p> <p>Is the route you will take clear of obstructions, slip, trip, or fall hazards?</p>	<p>Stand as close as possible to the load.</p> <p>Bend your knees, not your back.</p> <p>Get a good grip on the object and test its weight.</p> <p>Keep the load close to your body and lift using your legs.</p> <p>Be aware of your balance and remember that your legs should be doing the work. It should be your legs.</p>	<p>Make certain you are standing on a stable surface before you attempt the lift.</p> <p>Test the load to be sure you can lift it safely.</p> <p>Bring the object off the shelf or support carefully, maintaining your balance.</p> <p>While maintaining control of the load, bring it down to waist level.</p> <p>Get help before you lift heavy loads!</p>	<p>Pull the load close to your body and test it for weight.</p> <p>Shift the weight of the load to your legs by keeping it close.</p> <p>Avoid reaching and lifting at the same time.</p>	<p>Look ahead to make certain the way is clear.</p> <p>Avoid stairs when ever possible. If unavoidable, use the banister or wall to help you maintain balance.</p> <p>Have someone open doors, gates, etc. for you.</p> <p>Change direction by moving your feet not your hips.</p> <p>Keep shoulders, hips and feet pointing the same direction.</p> <p>Never twist at the waist while carrying a load.</p>	<p>Remember to <i>push</i>, not pull whenever possible.</p> <p>Position the load so that your legs supply the force.</p> <p>Use hands and arms for control and direction of the load.</p> <p>Keep hands & fingers inside the load whenever possible.</p> <p>Watch for pinch or shear points on carts, dollies or hoists.</p>	<p>Bend your knees, not your waist.</p> <p>Set down the corner or edge of the object closest to you first — keeping your fingers out from under the load</p>

4. **Demonstrate the proper way** to perform a variety of lifting tasks.
5. **Ask employees to demonstrate** proper procedures, after you have reviewed the lifting principles.

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: _____