



Safety Meeting Outline



SMO 08-0602

GIVE YOUR BACK A BREAK

By SeaBright Insurance Loss Control

Almost everyone will suffer some type of back pain in his or her life. Estimations show that approximately 80% of all Americans will seek medical care for these pains. To prevent yourself from becoming a part of that statistic you must think carefully about how you use your back.

When it comes to preventing back injuries, apply the axiom “work smarter and not harder.” A quick analysis of steps done to accomplish the task can go a long way towards reducing your chances of injury. The following simple questions will help you accomplish your task without injury:

- Can mechanical assistance lift, carry, move or handle heavy or awkward items? Use mechanical assistance to minimize repetitive movements or motions often found in production areas.
- Can improved workflow processes limit the amount of physical labor involved? Changing the pattern or process in which work flows may also improve productivity.
- Does the workstation or work area fit the specific task or job? The table or desk height may need to be changed or chairs may need adjustment. Consider how lighting and room temperature affect the work area.
- Is it realistic to replace heavy items with lighter items? For example, concrete comes in 90lb and 50lb bags.

If after asking yourself these questions, you still find that you cannot use mechanical assistance, seek help from a co-worker. You may not be able to change the workflow process, but any increase in comfort and safety will be an improvement. Workstations or work areas can be improved with simple furniture adjustments or by using inexpensive devices to improve body posture and positioning. Other back-saving advice, such as using proper body mechanics and staying in good physical shape, still applies.

It is your responsibility to take control of your body by carefully looking at and thinking about how you do your work. Taking a few minutes to stretch before working or after lunch can help prevent muscle related injuries. Proper rest and a good diet can also help protect your back. We would all like to “work smarter and not harder”; the first step is **THINKING** before you move.



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: _____