



# Safety Meeting

Safety, Teamwork & Our Customer's 1<sup>st</sup> Choice

## Meeting Leader Instructions

These meetings are more than “safety” meetings. While they address safety as a top priority, these meetings are also an opportunity for you to interact with your team; a chance to learn about and from your people. It is also an important time to boost morale and show that we care about them very much.

### ***Leadership Goals***

- ◆ To keep everyone well and working
- ◆ Keep morale high (happy people have fewer and less severe injuries)
- ◆ Provide essential information in a fun, easy to remember format
- ◆ Answer the “What’s in it for me?” safety question from the employee perspective
- ◆ Discuss several types of injuries and how to prevent or minimize them.

### ***Orientation***

Safety meetings are an important tool in educating workers on how to work without injury. However, people must want to be “well and working” and happy in their employment for safety meetings to be truly effective.

Each safety meeting provides an opportunity for open communication, feedback and a shared direction regarding anything that affects the potential for work related injuries.

The materials provided for each safety meeting include a:

- ◆ Meeting Focus Sheet
- ◆ Hand-out
- ◆ Quiz

The focus sheet states the safety mission statement, outlines the goals and action plan for that meeting, and makes suggestions regarding props that can be used to enhance the experience. These meetings are meant to be interactive.

## ***Meeting Tips***

### Before the meeting

- Read the employee handout in advance and make sure there are enough copies. A meeting focus sheet should be the top page of each meeting's handout.
- Review the sections of the IIPP handbook you will refer to during the meeting
- Decide on and purchase the incentive reward ... for the first person to correctly answer a question or willing to speak/engage in the conversation (candy, a small gift card, etc. – be creative)
- Assemble appropriate props (topic focus sheet may include suggestions)
- Sign in sheet (pass out at the end of the meeting)
- Prepare for a 30-minute meeting – time moves quickly so monitor it closely.

### During the meeting

- Pass out the handouts
- Review the focus page and 1-page hand-out – recite the mission statement
- Incentive award – it is generally best to do your incentive activity early in the meeting
- Discuss the topic handout - keep people engaged - Ask questions, have them work in twos for 5 minutes, etc., encourage feedback– use your props. Let the participants discover the information themselves during the meeting rather than just hearing it from you...keep the time conversational but focused.
- Pass out the sign in sheet
- Have them take the quiz – go over it before they leave – collect them



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## SIGN IN SHEET

<b>Employer:</b>	
<b>Training Date:</b>	
<b>Facilitator:</b>	
<b>Topic:</b>	

### ATTENDEES

<b>1</b>		<b>11</b>	
<b>2</b>		<b>12</b>	
<b>3</b>		<b>13</b>	
<b>4</b>		<b>14</b>	
<b>5</b>		<b>15</b>	
<b>6</b>		<b>16</b>	
<b>7</b>		<b>17</b>	
<b>8</b>		<b>18</b>	
<b>9</b>		<b>19</b>	
<b>10</b>		<b>20</b>	

**Notes:**



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## Meeting Focus Sheet – Office Ergonomics

### **Important Considerations**

- ◆ Ergonomic injuries are not accidents...they happen over time which makes them easier to identify and prevent.
- ◆ An employee who takes responsibility for the condition of his/her body is much better able to minimize or avoid ergonomic (repetitive motion) injury
- ◆ Medical and technological advances are allowing people to live longer than ever before. According to a report by the United Nations, It is estimated that by the year 2050, there will be over 3.7 million centenarians across the globe, compared to about 500,000 in the year 2010. Question: If you knew you will live to be 100, what condition do you want your body to be in at age 80?

### **California's Ergonomic Regulation § 5110**

Designed to minimize repetitive motion injuries (RMI), this regulation applies to a job, process, or operation where a RMI has occurred to more than one person as outlined in the regulation document. It requires worksite evaluation, control of exposures and employee training.

### **The Goals**

1. To know what ergonomics is; early symptoms and what causes it.
2. Be able to perform a basic workstation evaluation and make simple adjustments.
3. To be able to assess your body and implement techniques to minimize ergonomic injury.
4. Understand the importance of reporting symptoms to the supervisor early.

### **Meeting Action Plan**

1. Incentive award (1<sup>st</sup> person to attempt to define ergonomics) (2 mins)
2. Review focus page "Important Considerations" as the reason for this training. (3 min)
3. Go through the hand-out – let different people read sections and give feedback. (10 min)
4. Discuss tools/actions to reduce ergonomic exposures; practice some exercises (5 minutes)
5. Demonstrate proper worksite set up and posture...encourage discussion (5 mins)
6. Successfully complete the quiz....have fun. (4 minutes)

### **Suggested Props**

1. Handouts – Workstation Basics, Three "B"s, Quick Fixes
2. Telephone headset, document holder, plus objects that could contribute to RMI (regular telephone receiver, stapler, hole punch, scissors, etc.)



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## Safety Meeting Topic – Office Ergonomics

### ***What is “ergonomics”?***

To maximize productivity in this “electronic workplace”, an organization must achieve the correct balance of human factors and technological innovation. Ergonomics considers how machines and equipment support people in their daily tasks while minimizing operator fatigue and discomfort.

### ***Early Symptoms***

- ◆ Muscle aches, strains, and pain
- ◆ Tingling, numbness, aching, and/or warm sensations in the hands or upper arm
- ◆ A decrease in grip strength
- ◆ Restricted breathing

### ***What causes it?***

**Frequency** – repetitive hand, arm, and shoulder motions; long periods of sitting/standing

**Excess force** – applying excessive pressure

**Poor or awkward posture** – bent or flexed wrists while typing; over-reaching while sitting at a computer; neck bent forward at greater than a 15° angle; unsupported back and arms and inadequate leg room/support.

**Poor lighting** – screen glare; poor overhead lighting

**Stress** – muscles too tense when stressed putting more strain on the body

**Leisure activities** – painting, tennis, knitting, guitar, and other repetitive/forceful activities

### ***Potential Injuries***

People who regularly use computers risk developing Cumulative Trauma Disorders (CTDs) as a result of repetitious, often forced movements typically involving the wrist, elbow, neck and/or shoulders. The two most common CTDs are Carpal Tunnel Syndrome and Tendonitis. Without proper treatment, CTDs can result in severe pain, costly surgery and in a worst case scenario, loss of function in the hand.

## ***Your responsibilities ...***

**Assess your workstation** – see “Basics” handout

### **Assess your body**

- ◆ Remember the 3 “B”s – Blink, Breathe, Breaks (see handout)
- ◆ Stretch
  - stretching ≠ exercise
  - hold stretches for 10+ seconds
  - stretching shouldn’t cause pain
  - never perform movements discouraged by your physician
- ◆ Implement Quick Fixes as applicable (see Quick Fix handout)

### ***If you experience any ergonomic symptoms, please...***

- ◆ Notify your supervisor immediately
- ◆ Obtain a workstation ergonomic evaluation
- ◆ Take appropriate breaks to give your muscles a chance to recover and re-energize
- ◆ Modify your work routine to break up long periods of repetitive motion
- ◆ Begin an office stretch routine



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## Ergonomics - Remember the Three "B" s

### Blink, Breathe, Breaks

#### Blink

It is important to blink. Normally we blink 12-15 times per minute, but when we are thinking or concentrating we tend to stare and blink less often, which is not good for our eyes.

Allow for rest periods. A very brief break and blinking allows our eyes to rest, re-wet, and clean out debris to keep our vision clear.

Concentrate on keeping up with the normal blink rate while you work.

#### Breathe

Stressful situations can cause us to hold our breath, which tightens the muscles in our bodies, including our eyes. When we breathe correctly, we are taking in even and steady breaths.

This helps relax all the muscles throughout the body, which also helps the eyes.

#### Breaks

Working on computers puts a lot of strain on your eyes and body...to help you should:

- ◆ Look away from your computer screen so that the eye muscles can flex
- ◆ Get up and walk around because the body dislikes repetitive activity & inactivity
- ◆ Stand up and stretch – approximately once per hour, or more frequently if possible





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## Ergonomics – Quick Fixes

### Quick Fixes

#### Eyes

<p><b>Reduce glare</b></p> <ul style="list-style-type: none"> <li>◆ Purchase a glare reducing attachment for your monitor</li> <li>◆ Adjust shades in your home or office</li> <li>◆ Adjust the lighting around you</li> </ul>	<p><b>Reduce the angle of your work</b></p> <ul style="list-style-type: none"> <li>◆ Adjust how close the document is to the monitor</li> <li>◆ Adjust the position of your monitor</li> </ul>
<p><b>Fonts</b></p> <ul style="list-style-type: none"> <li>◆ Change size of font to a larger size</li> <li>◆ Avoid using all red or blue backgrounds and fonts</li> </ul>	<p><b>Give your eyes a break</b></p> <ul style="list-style-type: none"> <li>◆ Look away several times per hour</li> <li>◆ Blink!</li> <li>◆ Look into getting corrective lenses if necessary</li> </ul>

#### Back and Neck

<p><b>Provide lower back support</b></p> <ul style="list-style-type: none"> <li>◆ Try using a rolled towel or lumbar roll</li> </ul>	<p><b>Work on your posture</b></p> <ul style="list-style-type: none"> <li>◆ Adjust your chair</li> </ul>
<p><b>Vary foot placement</b></p> <ul style="list-style-type: none"> <li>◆ Use a box/binder to raise your feet</li> </ul>	<p><b>Watch your phone use</b></p> <ul style="list-style-type: none"> <li>◆ Use a phone cradle</li> <li>◆ Switch ears</li> <li>◆ Use speakerphone or headset</li> </ul>
<p><b>Reposition your monitor</b></p> <ul style="list-style-type: none"> <li>◆ Use phone books or paper reams to adjust it</li> </ul>	<p><b>Reposition work</b></p> <ul style="list-style-type: none"> <li>◆ Center or elevate the position of your work</li> <li>◆ Use a document holder</li> </ul>

#### Arms, Wrists, & Hands

<p><b>Adjust keyboard height</b></p> <ul style="list-style-type: none"> <li>◆ Place it on a drawer or your lap</li> <li>◆ Raise your chair temporarily</li> </ul>	<p><b>Adjust keyboard angle</b></p> <ul style="list-style-type: none"> <li>◆ Raise keyboard legs or prop</li> </ul>
<p><b>Watch for and correct repetitious reaching</b></p>	<p><b>Center your work</b></p>
<p><b>Use wrist rest</b></p>	<p><b>Mouse Position</b></p> <ul style="list-style-type: none"> <li>◆ Adjust it closer or farther</li> <li>◆ Check mouse operation</li> </ul>
<p><b>Chair arms</b></p> <ul style="list-style-type: none"> <li>◆ Up or down</li> <li>◆ Wrap with towel</li> </ul>	<p><b>Avoid pounding keys</b></p>





# Quiz

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## Safety Meeting Topic – Office Ergonomics

**1. What does the word “ergonomics” mean?**

- a. A branch of science concerned with the relationship between organisms and their environment
- b. The science of equipment design and use as related to the workplace
- c. The act or process of teaching someone
- d. The process of a caterpillar becoming a butterfly

**2. Which is not an “early symptom” of an ergonomic related injury?**

- a. Muscle aches, strains and pain
- b. Tingling or numbness in hands
- c. Aching and/or warm sensations in hands or upper arms
- d. Decrease in grip strength
- e. Lower back pain
- f. Dislocated wrist

**3. What do the 3 “B”s stand for?**

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**4. There is no need to “stretch” if you exercise regularly.**

True or False

**5. If you are experiencing symptoms of a potential injury, you should:**

- a. Notify your supervisor immediately so action can be taken to resolve the situation
- b. Notify your supervisor only if you need to file a work comp claim
- c. Call 911
- d. Continue working until you cannot stand the pain and then contact your supervisor

Name \_\_\_\_\_ Date \_\_\_\_\_



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## QUIZ ANSWERS

### Office Ergonomics

1. b. The science of equipment design and use as related to the workplace
2. f. Dislocated wrist
3. Blink, breathe, break
4. False
5. a. Notify your supervisor immediately so action can be taken to resolve the situation