

Ergonomics

Safety Meeting Packet

Protect Your Workforce



Having a good basis of what ergonomics entails is critical for implementing it in the workplace. Ergonomics translates into, “laws of work”, and its main goal is to design a healthier and better workplace by correcting common risk factors. The most common goals for ergonomics are the improvement of the quality of the workplace and to increase the productivity of workers. Together, these can reduce occupational injuries and illnesses.

Ergonomics in Industrial Jobs

In industries that deal with hands-on work like agriculture, construction, or manufacturing, focusing on common day-to-day risks is critical to reducing injuries. Musculoskeletal injuries are very common in these industries due to repetitive or prolonged actions, poor postures and positions required to complete tasks, and the excessive force of constantly moving objects.

Luckily, there are a multitude of solutions to help employers combat these common issues:

- Use of electric tools versus manual tools helps to limit repetitive motions.
- Rotate the workers through different tasks and on different days to decrease and reduce stressful body motions.
- Use equipment like dollies and conveyor belts to help move objects. These work best when used in conjunction with training on proper lifting techniques.



Ergonomics in Clerical Jobs

Employees who work in clerical positions or in an office environment may not face the same risks as those working industrial jobs, but they do face risks unique to their job environments.



By focusing on ergonomics, employers can make a significant difference in the number of clerical employees who suffer work injuries. Focusing on ergonomics can be as simple as:

- Providing employees with chairs that have adjustable positions or desk stations that allow them to sit and stand. These measures help employees reduce common aches and pains that are associated with sitting all day.
- Providing the proper keyboard and mouse can reduce the stress placed on wrists and hands, which can help prevent carpal tunnel and other common injuries.

Stretching

When workers are given the time and space to frequently stretch throughout the day, it reduces the likelihood of cumulative trauma injuries that are common from repetitive motions. Stretching routines can be personalized for the workplace or job, placing emphasis on certain exercises that help prevent common issues in your industry.

For more information regarding Ergonomics, consult the following OSHA standards:

- General Duty Clause, Section 5(a)(1)
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Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance		
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
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(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____
(Print): _____	(Print): _____	(Print): _____
(Sign): _____	(Sign): _____	(Sign): _____

Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
