

Safety meetings keep everyone’s mind on working safely. Time taken to review a safety topic highlights the company’s commitment to a safe work environment. Some employers like to hold safety discussions when they issue paychecks, or at other natural gathering times. Dodson’s Safety Tip provides a safety topic and sample text for a meeting or a safety break.

Safety Topic: PREVENTING STRAINS & SPRAINS

This Safety Meeting Outline is structured to help you apply general material handling rules to specific activities in which your employees are involved. You can choose work activities which 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.	SETTING LOADS DOWN	TIPS WHEN CARRYING	MOVING CARTS, HANGING LOADS
Determine the weight of the load to be lifted or carried.	Get as close as possible to the load.	Make certain you are standing on a stable surface before you attempt the lift.			Look ahead to make certain the way is clear.	
Are you able to do it alone? Is help or mechanical assistance needed?	Bend your knees, not your back.	Test the load to be sure you can lift it safely.	Pull the load close to your body and test it for weight.	Bend your knees, not your waist.	Set the load down if it becomes too heavy or unstable.	Remember to <i>push</i> , not pull whenever possible.
Does the size/shape of the load present any problem?	Get a good grip on the object and test its weight.	Bring the object off the shelf or support carefully, maintaining your balance.	Shift the weight of the load to your legs by keeping it close.	Set down the corner or edge of the object closest to you first - keeping your fingers out from under the load	Avoid stairs when ever possible. If unavoidable, use the banister or wall or to help you maintain balance.	Position the load so that your legs supply the force.
Will you have to turn/change direction while carrying the load?	Keep the load close to your body and lift using your legs.	While maintaining control of the load, bring it down to waist level.	Avoid reaching and lifting at the same time.		Have someone open doors, gates, etc. for you.	Use hands and arms for control and direction of the load.
Is the route you will take clear of obstructions, slip, trip, or fall hazards?	Be aware of your balance and what part of your body is doing the work. It should be your legs.	Whatever the task, GET HELP for heavy loads!			Change direction by moving your feet not your hips.	Keep hands & fingers inside the load whenever possible.
Do you have a back support belt, and are you wearing it properly?					Keep shoulders, hips and feet pointing the same direction.	Watch for pinch or shear points on carts, dollies or hoists.
					Never twist at the waist while carrying a load.	

The information contained in the Safety Topic are believed to be reliable and correct. We accept no legal responsibility for the correctness or completeness of this information. It is not intended as advice or assistance with specific workplace safety issues and following the guidelines in the Safety Topics does not guarantee compliance with specific safety standards, federal or state laws and regulations or local codes and ordinances.

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Signature of attendees:

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