

WELCOME – STEP 1

Welcome to the October Safety Toolkit – *Back Safety and Lifting*. You play an important role in the health and safety across the company, and we thank you for your contribution! Without your focus and dedication to making safety a priority, our people would suffer, our clients would suffer, and our families would suffer. We hope you find the safety tools provided in this Toolkit and in Toolkits like this in the coming months as just some of the many resources afforded to you to communicate *Back Safety and Lifting*. As always, the work you do matters, and we are so grateful to have you on the team!

HOW TO USE THIS SAFETY TOOLKIT

1. Supervisor/Lead Script – Start Here! Way to go! Now keep reading and you'll be all set. This script sets you up for success.
2. Supervisor/Lead PowerPoint – Use this as a training moment for your team. Everything you need to know and communicate for each slide is contained in this script! Skip ahead if you are ready to give this training to your team. It's always a good time to learn about *Back Safety and Lifting*. The presentation should last about 1 hour & 15 minutes depending on group participation.
3. Teaching Tool #1 – We have included a sample Back Safety and Lifting Toolbox Talk for conducting a quick talk with your team about "Back Injury Prevention".
4. Teaching Tool #2 – We have included a "Do's & Don'ts" handout for showcasing how to properly handle heavy lifting.
5. Site Communication Poster – A PDF version of the monthly infographic if you would like to display it at your workplace.
6. Sign-In Sheets – Please complete this form when completing *Back Safety and Lifting* and turn-in to the appropriate point of contact as a record of training.
7. What's next? – Use this QR code for yourself AND share it amongst everyone on your team for additional safety resources based on the theme *Back Safety and Lifting*. Look for Interactive resources, recommendations for phone apps, checklists, handouts, and more. Check it out!



SUPERVISOR/LEAD POWERPOINT SCRIPT – STEP 2

NOTES ON THESE SLIDES:

- KLP: Key Learning Point (objective of the slide)
- F: Facilitator

Slide 1: Title Page (30 Seconds)

KLP: You set the tone. If you believe safety is important, the audience will believe safety is important.

The facilitator opens the session by welcoming everybody to the training and noting the monthly focus – *Back Safety and Lifting*.

F: Today's task is to attend training on Back Safety and Lifting. Cell phones should be turned off or silenced during this training. If you need to take a call, please go to (designated area), take the call, and return as soon as possible. {Address any other important announcements or business now.}

Slide 2: Housekeeping (1 Minutes)

KLP: Opportunity for a HSE (Health Safety and Environmental) Moment

F: Prior to training, determine if any fire drills are planned and the response expected from the facility and muster points if alarms should go off. It is important to remind employees that should they need to leave the location at any time, they should inform the Facilitator because, in the event of a fire incident, we need to know their whereabouts. This is an opportunity right at the start of the day to brief the employees on HSE procedures in general for the running of the training course. [If your job site is outdoors, do not overlook this safety moment. Adjust the plan in the event of a job site fire.]

F: Hello Team, I have verified with the HSE department and have confirmed that there are no Fire Drills or Emergency Drills scheduled for today. If we hear an alarm, we will follow site protocol for emergency response.

F: {Point out the fire exits and muster point}

F: Once we are at the muster points, we will do a role call to account for all attendees.

Slide 3: Presenter (2 Minutes) & Introductions (5 Minutes)

F: {This is your moment! This is a chance to visibly "Walk the Talk"}

Share:

- Your personal experience of safety and impact on the company
- Importance of making the most of this opportunity to think about the importance of HSE and discuss with employees
- Appreciate that you are a leader and that you make an impact
- Importance of taking personal responsibility to make a positive impact
- You get out of this training what you put into it

- HSE matters to our company
- The safety program is going to help people feel empowered and take the initiative to improve their own HSE performance through proactive attitudes and behaviors.

You may wish to share:

- A story of your experience in the safety program and how it has changed the way in which you behave.
- Some lessons learned from an incident when you have been involved in the investigation, highlighting the devastating impact that accidents have on people's lives, or you can describe your experience of being involved in an environmental incident. How did this affect the company, and more importantly, affect the lives of others not working for the company.

F: Go around the room and ask everyone to give their name and what their position is. {Wait for their responses, smile, and nod as they participate. Be careful about timing here---if you ask an additional intro question of the participants and give a long-winded answer yourself, your participants will follow with long stories/explanations, and you can accidentally take up a lot of time.}

Slide 4: Why am I here? (1 Minute)

F: Each one of us is the last line of defense to protect workers from injury or the environment from damage, should management systems and collective protections fail. Supervisors and workers are the KEY to HSE. We can promote or destroy the HSE climate through our own behavior and how other workers perceive it.

F: Supervisors and workers are responsible for enforcing safety rules. Regardless of our position, employment status, or background, everyone is responsible for HSE, and everyone can be a HSE leader by demonstrating positive attitudes and behavior.

Slide 5: Ergonomics and Back Safety (5 Minutes)

F: Ergonomics is the scientific study of equipment design for the purpose of improving efficiency, comfort, and safety.

F: Ergonomic risk factors include:

- Repetitive, forceful, or prolonged exertions of hands
- Frequent or heavy lifting, pushing, pulling, or carrying heavy objects
- Prolonged awkward postures
- Improper ergonomics can lead to musculoskeletal disorder (MSD)

F: Companies must perform hazard assessments to determine ergonomic controls. Immediate injuries to the back can be caused by tearing or straining ligaments. Minor, repeated damage over time can be as dangerous on your spine as one acute injury. Back problems account for a large percentage of injuries to

workers. Back injuries can cause serious problems, back injuries represent the highest loss area in worker's compensation claims and are the leading cause of disability in workers.

Slide 6: Administrative Controls (5 Minutes)

F: In considering ways to help employees reduce these injuries, we look at both major categories of methods for preventing lifting injuries-- administrative controls and engineering controls. The former includes carefully selecting and/or training workers so they can safely perform lifting tasks. Engineering controls attempt to redesign a job so lifting becomes less hazardous.

Suggested administrative controls include:

- Training for employees to utilize techniques that place minimum stress on the lower back.
- Ergonomics Training that includes:
 - Standing Properly
 - Sitting Properly
- Physical conditioning or stretching programs to reduce the risk of muscle strain.
- Training on correct lifting techniques

Slide 7: Standing Properly (15 Minutes)

F: Good posture is training your body to sit, stand, and lie down in a way that gravity is putting less stress on your body. When you have proper posture, your body is aligned so that your spine can easily and efficiently support your body weight. Having improper posture puts strain on your muscles, tendons, and ligaments to support your body because it is not properly balanced.

F: Painful symptoms of bad posture are body aches and pains including upper or lower back pain, neck, shoulder, and arm pain. Lower limb pain including leg and hip, knee or ankle pain, muscle fatigue, and headaches due to a build-up on tension in the upper back, neck, and shoulders.

{Ask the class to stand up}

F: Now that we are all standing up, lets focus on our posture. Are we standing properly?

- Stand straight and tall with your shoulders pulled backward.
- Pull in your abdomen.
- Keep your feet about hip distance apart and do not lock your knees.
- Balance your weight evenly on both feet.
- Let your hands hang naturally at your sides.
- Keep your head level. Your earlobes should be in line with your shoulders.

- Do not tilt your head forward, backward, or sideways.

(go to the next slide while the class is standing)

Slide 8: Sitting Properly (10 Minutes)

F: Now that we have mastered proper standing posture, let's try sitting properly, take your seats.

F: Walk around the class and begin giving instruction

- Sit in a chair that allows you to rest both feet flat on the floor while keeping your knees level with your hips. (Use a footstool if your feet don't reach the floor.)
- Sit back in your chair and use a rolled towel or small pillow to support your lower back's curve if needed.
- Do not cross your legs.
- Your ankles should be in front of your knees.
- Keep your upper back and neck comfortably straight.
- Keep your shoulders relaxed, not elevated, rounded, or pulled backward.

F: How does that feel?

F: Just like standing properly, sitting properly can take some getting used to!

Slide 9: Stretching Programs (5 Minutes)

F: Just like athletes before practice, workers should consistently stretch before a job. Why?

F: Many parts of a construction or warehouse job require physical labor that can end up being demanding on your body over time. While there are several safety tools and protective equipment in place to minimize an employee's risk at these job sites, stretching is quick, easy, and just as important to prevent bodily injury. Stretching keeps muscles flexible, strong, and allows for your joints to maintain range of motion. Without it, your muscles and surrounding areas could become tight strained, or even permanently damaged during work.

F: Next we are going to practice eight simple stretches that you can work into your daily routine to prevent injury or delays in production. These stretches should be done before shift warm up, mid-shift or lunch, and end of the day.

{Invite everyone to stand up}

F: A few things to remember before we begin:

- Breathe steadily while stretching. If you are depriving your muscles of oxygen this could cause lactic acid to build up and pain.
- Stretching your muscles slowly prevents them from overextending or being damaged.

- The most important rule of thumb when stretching is to listen to your body. If any stretch is causing pain or discomfort, discontinue the stretch or make modifications.

Slide 10: Stretching Programs – Side Bend: (5 Minutes)

{perform the stretch together}

F: How to Do It: Start with your feet shoulder width apart and your arms at your side. Start with raising your right arm overhead and lean toward the left side. Repeat with your left arm overhead and lean toward the right side. The target areas where you should be feeling this stretch is in your torso and lower back. Hold your stretch on each side for 3-5 seconds. Repeat twice.

F: A side bend is a great warm up stretch to improve your range of motion along your torso and protect your lower back.

Slide 11: Stretching Programs – Neck Stretch (5 Minutes)

{perform the stretch together}

F: How to Do It: Begin with your head facing forward. Turn your head slowly to one side so that your chin is over your shoulder. Repeat this motion while slowly turning to the opposite side. The target areas where you should be feeling this stretch is in your neck and vertebrae. Repeat the stretch 5 times on each side.

F: Neck stretches are designed to lengthen and relax the muscle and joints around your neck and vertebrae, which can lead to improved mobility and alignment.

Slide 12: Stretching Programs – Hamstring Stretch (5 Minutes)

{perform the stretch together}

F: How to Do It: Face forward and raise your foot on an elevated surface, at least a foot high. Slowly bend forward, stopping when you feel tension behind your thigh. Switch legs and repeat on the other side. The target areas where you should be feeling this stretch is in your hamstring tendons, hips, and pelvis. Hold the stretch for 3-5 seconds. Switch legs and repeat the stretch on each side twice.

F: The hamstrings consist of three muscles that run down the back of your thighs. Routinely performing a hamstring stretch helps improve your ability to bend and extend the joints around your knees and thighs.

Slide 13: Stretching Programs – Quadriceps Stretch (5 Minutes)

{perform the stretch together}

F: How to Do It: Find a sturdy surface or wall that you can hold onto for balance. Grab your left ankle with your right hand, so that your leg is bending behind you at the knee. Switch to the right side. Hold this stretch for 3-5 sections, then repeat on each side of your body twice. The target areas where you should be feeling this stretch is in your quadricep muscles and knees.

F: Holding this stretch can help loosen the muscles above the knee, increasing mobility, and preventing knee injury.

Slide 14: Stretching Programs – Chest and Shoulder (5 Minutes)

{perform the stretch together}

F: How to Do It: Standing up straight, begin by bending both elbows at a 90-degree angle with fingertips facing upward. Squeeze your shoulder blades together and hold. Hold this stretch for 3-5 seconds and repeat five times. The target areas where you should be feeling this stretch is in your Chest muscles and shoulders.

F: A chest and shoulder stretch can help lengthen and loosen your chest muscles to improve range of motion in your upper body.

Slide 15: Stretching Programs – Wrist Stretch (5 Minutes)

{perform the stretch together}

F: How to Do It: Place your forearms horizontally, with both palms facing the floor. Bend both wrists downward so that fingertips are pointing toward the floor. Then extend both of your wrists so your fingertips now face upward. Repeat this motion five times.

F: Stretching

Slide 16: Stretching Programs – Calf Stretch (5 Minutes)

{perform the stretch together}

F: How to Do It: Stand close to a wall with one foot in front of the other. Keep your front knee slightly bent. Place both hands on the wall in front of you and with your back knee straight, and heel on the ground, lean forward toward the wall. You should feel tension along the back of your calf. Hold this stretch for 20-30 seconds, then repeat on the other side.

F: If you're on a construction job, your calves are likely used daily by walking from place to place and participating in strenuous activities. A calf stretch can help prevent injury or aches around your calves, feet, and ankles.

Slide 17: Engineering Controls - (8 Minutes)

F: Engineering or Physical Controls are efforts to design the work site, job tools and work methods to match the capabilities and limitations of the workforce. Some examples of this would include:

- Workstation lay-out - improving the layout to locate tools and equipment within a short reach or incorporate height adjustable workbenches to reduce lifting and bending.
- Mechanical Aids - using lift trucks or hand trucks to transport items instead of pushing or pulling. Also using raised platforms or conveyors helps to prevent repetition and overexertion. Other aids that may lessen strain on workers include dollies, forklifts, pallet jacks, carts, manhole cover lifts, etc.

- Reduce the size of the material needing to be lifted. Simple changes, such as ordering smaller containers of a material, can make a large impact.
- Material substitution - using a lighter material.
- Housekeeping - good housekeeping can prevent slip and fall hazards thereby preventing trauma to the back.
- Storage solutions - organize storage so that heavy items are not stored near the very top or very bottom to reduce bending and reaching.

Slide 18: Safe Lifting Video (10 Minutes)

F: F: Safe lifting procedures and load-carrying techniques are crucial to preventing painful and expensive injuries in the workplace. Unfortunately, most workers do not consistently use back safety practices, at great risk to their personal well-being. Back injuries are often caused by unsafe lifting and carrying of heavy or awkward objects but are easily prevented.

{Play Video}

F: No approach has been found for eliminating back injuries caused by lifting, though it is felt that a substantial portion can be prevented by an effective control program and ergonomic design of work tasks. Regulations specific to ergonomics do not currently exist. In the interim, ergonomic issues fall under the OSHA General Duty Clause. The National Institute for Occupational Safety and Health (NIOSH) provides lifting guidelines and useful tools to determine best lifting practices, these applications can be found in your toolkit.

Slide 19: Back Injury Prevention (3 Minutes)

F: Preventing back injuries is a major workplace safety challenge. According to the Bureau of Labor Statistics (BLS), more than one million workers suffer back injuries each year, and back injuries account for one of every five workplace injuries or illnesses. Utilizing the lifting techniques covered in the video that we just watched as well as incorporating effective administrative and engineering controls will significantly reduce your risk of suffering a back injury.

Slide 20: Questions?