



## **MONTHLY SAFETY AWARENESS DISCUSSION GUIDE**

### ***ERGONOMICS AND WORKPLACE STRESS***

#### **Introductory Comments**

Ergonomics is the science of fitting jobs to workers instead of trying to get the worker to fit the job. It focuses on designing workstations, tools and work tasks for safety, efficiency and comfort. Ergonomics seeks to decrease fatigue and injuries, along with increasing comfort, productivity, job satisfaction and safety, because work injuries are not inevitable and a well-designed job should not hurt you. Ergonomics is important because when you are doing a job and your body is stressed by an awkward posture, extreme temperature, or repeated movement your musculoskeletal system is affected. Your body may begin to have symptoms such as fatigue, discomfort, and pain, which can be the first signs of a musculoskeletal disorder. ~ Reference source:  
[https://www.osha.gov/sites/default/files/2018-12/fy15\\_sh-27643-sh5\\_ErgonomicsWorkbook.pdf](https://www.osha.gov/sites/default/files/2018-12/fy15_sh-27643-sh5_ErgonomicsWorkbook.pdf)

#### **Instructions:**

Use this Safety Toolbox Talk to spark discussion within the employee group. Test knowledge retention with the associated quiz.

#### **Ways to Reduce Ergonomic Risks Include**

- Engineering improvements include rearranging, modifying, redesigning, or replacing tools, equipment, workstations, packaging, parts, or products.
- If your job requires sitting for long periods of time, having an adjustable seat or foot stool so that your knees are higher than your hips helps protect your lower back.
- Administrative improvements include changing work practices or the way work is organized such as:
  - Providing variety in jobs
  - Adjusting work schedules and work pace
  - Providing recovery time (i.e., muscle relaxation time)
  - Modifying work practices
  - Ensuring regular housekeeping and maintenance of work spaces, tools, and equipment and
  - Encouraging exercise.

## **Workplace Stress**

Avoid distractions such as:

- Adjusting the radio or other controls,
- Eating, drinking or personal grooming, and
- Talking on the cell phone.

## **Stay Focused**

- Continually search the roadway to be alert to situations requiring quick action.
- Driving requires your full attention.

## **Avoid Aggressive Driving**

- Keep your cool in traffic!
- Be patient and courteous to other drivers.
- Do not take other drivers' actions personally.
- Reduce your stress by planning your route ahead of time, allowing plenty of travel time, and avoiding crowded roadways and busy driving times.

## **Drug Free Workplace**

- Governing Regulation, Drug Free Workplace Act of 1988, Public Law 100-690
- Substance Abuse Policy PM-78-03, States that any employee under the influence of, using, selling, transferring, illegally possessing, or testing positive for controlled substances, and / or alcohol while at the workplace or on City property while on or off duty shall be subject to disciplinary action up to and including termination following an investigation by management and after the employee has had an opportunity to answer such charges.

## Meeting Starter Questions

- Who is the most valuable asset?
- What can drivers do to stay safe?
- What are some distractions when driving?
- The City of Memphis has a substance abuse policy?

## Critical Safety Points

### **Cold Weather Driving - During winter months, be mindful of the below points:**

- During daylight, rehearse maneuver slowly on the ice or snow in an empty lot
- Steer into a skid
- Know what your brakes will do: stomp on antilock brakes, pump non-antilock brakes
- Stopping distances are longer on water covered ice and ice
- Don't idle for a long time with the windows up or in an enclosed space

**Safety is not an option, Safety is the way we **Live!****



Employee Name:	Signature:
Division:	Date:
Instructor:	Score:

## **SAFE DRIVING**

**Question 1:** When driving, you can control other drivers on the road?

TRUE       FALSE

**Question 2:** Use of a cell phone while driving is a distraction?

TRUE       FALSE

**Question 3:** Speeding is one of the major factors contributing to deaths, injuries and vehicle property damage?

TRUE       FALSE

**Question 4:** When an emergency vehicle approaches from behind, you should move to the lane to your right when possible?

TRUE       FALSE

**Question 5:** The driver is responsible for everyone wearing seatbelts?

TRUE       FALSE

### **Quiz Answer Key:**

1. FALSE
2. TRUE
3. TRUE
4. TRUE
5. TRUE