

SMOHIT Body Maintenance

Toolbox Talks for the Sheet Metal Industry

Promoting Ergonomics in the Workplace (I)

- Arranging the workplace with ergonomics in mind can help you save money by:
 - Using less manpower
 - Minimizing workplace injuries
 - Decreasing employee fatigue
 - Decreasing turnover and absenteeism
 - Minimizing errors and waste
 - Increasing employee morale
 - Increasing performance and productivity

- Ergonomic design should take into consideration the layout of the workspace, force exertions required to complete tasks, production rates, and tools and equipment.

- Planning:
 - Plan the job so that manual handling of heavy material is minimized.
 - Employ the use of cranes and forklifts, and store materials close to where they will be used.
 - Use systems that decrease searching and excessive bending or reaching.
 - Sort/store stock on easily accessible racks (not above shoulder height or at ground level).
 - Make sure walkways are clear and even so carts and dollies can be easily employed.

- Train employees and encourage cooperation.
 - Train workers and foremen to identify ergonomic risk factors and to suggest or employ appropriate solutions.

Notes:

Instructor Tips

- **Explain that most companies do not consider ergonomics when arranging equipment and defining tasks, and will most likely attempt to manage their ergonomic problems when something "needs fixing".**

- **Remind workers how important it is for them to help identify and to give suggestions on work tasks that can benefit from ergonomic practices.**

- **Ask workers to explain how ergonomic practices are employed at their place of work, or where they think they might help.**

Jobsite: _____
Supervisor: _____

Date: _____
G.C. _____

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Ergonomics (9)