

Jobsite: \_\_\_\_\_  
Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_  
G.C. \_\_\_\_\_

**SMOHIT Body Maintenance**  
Toolbox Talks for the Sheet Metal Industry

### Administrative Controls for Physical Stress

- Administrative controls help reduce physical stress (injuries/illness) by creating an environment where hazardous conditions and activities are closely monitored so that injuries and illnesses can be avoided.
  
- Administrative controls include:
  - Providing task variety
  - Providing job rotation
  - Employing a flex and stretch program
  - Ensuring proper housekeeping
  - Providing training on:
    - Ergonomics awareness
    - Appropriate work positions
    - Correct lifting techniques
    - Using appropriate tools/equipment
    - Identifying musculoskeletal disorders
    - Organizing equipment and materials
  - Requiring written operating procedures, work permits, and safe work practices
  - Adhering to exposure time limitations (used most commonly to control temperature extremes and ergonomic hazards)
  - Monitoring the use of highly hazardous materials or dangerous equipment
  - Employing the use of alarms, signs, and warnings (floor loading, room capacities, important numbers, etc.)
  - Using buddy systems

**Notes:**

### Instructor Tips

- **Explain that in terms of order of precedence for hazard controls, administrative controls are second to engineering controls, but come before using PPE.**
  
- **Ask workers to describe the types of administrative controls that are used at their workplaces.**
  
- **Ask workers to identify areas at their jobsites or workplaces where administrative controls are lacking, and what an appropriate administrative control may be.**

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