

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

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

**SMOHIT Body Maintenance**

Toolbox Talks for the Sheet Metal Industry

**Ergonomically Sound Shops**

- Efficiency in the day-to-day procedures of any given shop will vary depending on the types of items/fittings being produced.
- Stock should be placed near to where it will be used.
  - Allows for easy access with enough open space to eliminate the potential for collision or crushing injuries.
- Make use of striped aisles.
  - Reduces the travel time between workstations.
  - Reduces the potential for collision or crushing injuries.
- Individual work stations should be designed to minimize footsteps (e.g. position angle iron stock within reach above and behind the cold saw and iron worker).
- Make use of visual controls.
  - **Signs** - Use signs to indicate (a) where deliveries are to be dropped off, (b) flow of traffic, and (c) form locations.
  - **Labels** - Label sheet metal racks to indicate the various types and gauges of sheet stock, and label bins to show their contents.
  - **Color-coded Markings** - Color-code racks to indicate where items should be placed or to organize tasks and responsibilities.
  - **Outlines and Markings** - Use outlines and marked hooks to show where hand tools should be hung on workbench backings or where other items, such as trash barrels, workbenches, and vehicles should be positioned.
  - **Schedules** - Use schedules to indicate machine down time, production schedules, and safety reports.
  - **Performance Reports** - Use reports to indicate the status of work and how a particular unit is performing.

**Notes:**

**Instructor Tips**

- **Explain that shears should be primarily served by a dedicated forklift loadable open arm sheet rack positioned to minimize footsteps, and to handle heavy sheets or plates with one person using a Gib hoist with vacuum plate lifters and eyeball rollers on pipe stands.**
- **Explain that coil line shops should store coils so that an overhead power hoist can easily access the material for loading.**
- **Ask workers to identify any ergonomic practices used in their shops.**

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