

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

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

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

**Promoting Ergonomics in the Workplace (II)**

- Using appropriate tools and organizing equipment with ergonomics in mind can go a long way in helping to run a more efficient and safer operation.
- Employ ergonomically-designed tools.
  - Use lighter weight tools that require less force to operate, that fit the hand better, and are more comfortable to use.
- Move machines closer together.
  - Arrange machines so that non-value added activities such as excessive walking and moving of materials is minimized, producing less strain on the operator.
- Color-code dials.
  - Use color-coding systems to make machines easier to operate, minimizing the potential for human error, which can lead to waste and injuries.
- Employ transporting equipment.
  - Use carts, dollies, hoists, and handles to move materials as much as possible rather than using brute strength (get help if moving heavy loads manually).
- Employ protective equipment.
  - Use knee pads and shoulder pads to reduce the contact stresses of kneeling work or carrying materials.
- Schedule a regular time during safety meetings to talk about ergonomic issues and ideas.
  - Test out those ideas during the workday.

**Notes:**

**Instructor Tips**

- **Remind workers that ergonomics is an ongoing process that requires participation at all levels of the company.**
- **Ask workers to identify which of the ergonomic practices listed are used at their workplace.**
- **Explain that when a company is investing in ergonomically sound tools, equipment, and processes, they need to keep the long term in mind.**

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Ergonomics (10)