



# DOAS Loss Control Bulletin

## January 2015

### Topic of the Month...Falls, Slips, Trips

**Falls/Slips/Trips are consistently over 25% of the total injuries that occur, accounting for over \$4,000,000 in Georgia Workers' Compensation injury costs.**

**How to prevent falls due to slips and trips?** Many people believe that these injuries cannot be prevented, but this is not the case. Good housekeeping, quality of walking surfaces (flooring), proper selection of footwear, appropriate pace and maintaining awareness while walking are critical methods.

**Slips** happen when there is too little friction or traction between the footwear and the walking surface. Common causes of slips are: Wet or oily surfaces; Occasional spills; Loose, unsecured rugs or mats; Poor tread on footwear; Weather hazards; and Walking surfaces with poor traction.

**Trips** happen when your foot collides (strikes, hits) with an object causing you to lose balance and, eventually fall. Common causes of tripping are: Obstructed view, Uncovered cables, Wrinkled carpeting, Poor lighting, Bottom drawers not being closed, Clutter in your path of travel, Uneven walking surfaces (steps, thresholds).

**Housekeeping:** Good housekeeping is the first and the most fundamental level of preventing falls due to slips and trips. It includes:

- > Marking spills and wet areas with signs
- > Keeping working areas and walkways well lit
- > Always closing file cabinet or storage drawers
- > Removing obstacles from walkways and always keeping them free of clutter
- > Securing (tacking, taping, etc.) mats, rugs and carpets that do not lie flat
- > Cleaning all spills immediately
- > Replacing bad light bulbs & faulty switches
- > Covering cables that cross walkways
- > Mopping or sweeping debris from floors

Without good housekeeping practices, any other preventive measures such as installation of sophisticated flooring, specialty footwear or training on techniques of walking and safe falling will never be fully effective.

**Flooring:** Changing or modifying walking surfaces is the next level of preventing slips and trips. Recoating or replacing floors, installing mats, installing pressure-sensitive abrasive strips or abrasive-filled paint coating, and metal or synthetic decking can further reduce the risk of falling. However, it is critical to remember that high-tech flooring requires good housekeeping as much as any other flooring. In addition, resilient, non-slippery flooring prevents or reduces foot fatigue and contributes to slip prevention measures.



**Footwear:** In workplaces where floors may be oily, wet or where workers spend considerable time outdoors, prevention of fall accidents should focus on selecting proper footwear. Since there is no footwear with anti-slip properties for every condition, consultation with manufacturers is highly recommended. Properly fitting footwear increases your comfort and prevents fatigue.

**You can reduce the risk of slipping on wet flooring by: Avoiding the area if possible, or**

- Taking your time and paying attention to where you are going, Quit Texting!
- Adjusting your stride to a pace that is suitable for the walking surface and to your tasks.
- Walking with your feet pointed slightly outward and making wide turns at corners.

**You can reduce the risk of tripping by:**

- Ensuring that objects being carried or pushed do NOT obstruct your view.
- Stopping and cleaning your glasses immediately if they fog due to atmospheric changes.
- Always using installed light sources that provide sufficient light for your tasks.
- Using a flashlight if you enter a dark room where there is no light.

Consider walking a privilege and enjoy it. It is good for your health and spirit.

**Thanks for your time. Let's work together to make Georgia a safer place to work.**



# DOAS Loss Control Bulletin

## February 2015

### Topic of the Month...Hazardous Energy Control (Lockout/Tagout)

For most of us, we just need to unplug the equipment before we work on it; but some equipment requires extra effort to control the hazards. Working on wiring and equipment while energized is life threatening and should only be done in extreme cases.

**What is hazardous energy?** Energy sources including electrical, mechanical, hydraulic, pneumatic, chemical, thermal or other sources in machines and equipment can be hazardous to workers. During the servicing and maintenance of machines and equipment, the unexpected startup or release of stored energy could cause injury to employees.

**What are the harmful effects of hazardous energy?** Workers servicing or maintaining machines or equipment may be seriously injured or killed if hazardous energy is not properly controlled. Injuries resulting from the failure to control hazardous energy during maintenance activities can be serious or fatal! Injuries may include electrocution, burns, crushing, cutting, lacerating, amputating, or fracturing body parts, and others. Craft workers, electricians, machine operators, and laborers are among the 3 million workers who service equipment routinely and face the greatest risk of injury. Workers injured on the job from exposure to hazardous energy lose an average of 24 workdays for recuperation.

**What can be done to control hazardous energy?** Failure to control hazardous energy accounts for nearly 10 percent of the serious accidents in many industries. Proper Lockout/Tagout (LOTO) practices and procedures safeguard workers from the release of hazardous energy. A LOTO program establishes a system to protect workers from hazardous energy. Each worker must be trained to know, understand and be able to follow the applicable provisions of the hazardous energy control procedures:

- Proper lockout/tagout (LOTO) practices and procedures safeguard workers from the release of hazardous energy. Machine specific actions and procedures for addressing and controlling hazardous energy during servicing and maintenance of machines and equipment must be established. Employees need to be trained in the purpose and function of the energy control program and have the knowledge and skills required for the safe application, usage and removal of the energy control devices.
- All employees who are authorized to lockout machines or equipment and perform the service and maintenance operations need to be trained in recognition of applicable hazardous energy sources in the workplace, the type and magnitude of energy found in the workplace, and the means and methods of isolating and/or controlling the energy.
- Retraining of all employees to maintain proficiency or introduce new or changed control methods.

**This is a straight forward method to protect yourself and your fellow workers. Use it!**

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# DOAS Loss Control Bulletin

March 2015

## Topic of the Month...Bugs and Critters

Each year, Georgia State employees are bitten/stung by bees, spiders, ticks, chiggers, dogs, cats, snakes, mosquitos and more. Besides dealing with the heat while outdoors, we also must be aware of these other aspects. Many of these encounters are not preventable, but many could be prevented. When a mosquito or tick bites, it may transfer a disease-causing agent, such as a parasite, bacterium, or virus. Venomous snakes, spiders, scorpions, and stinging insects can be found in most of Georgia. They are especially dangerous to workers who have allergies to the animal. Anaphylactic shock is the body's severe allergic reaction to a bite or sting and requires immediate emergency care. Thousands of people are stung each year, and as many as 40–50 people in the United States die each year from severe allergic reactions. Venomous snakes include rattlesnakes, copperheads, cottonmouths/water moccasins, and coral snakes. Stinging insects include bees, wasps, hornets, and fire ants. Venomous spiders include black widows, brown recluse spiders, and hobo spiders.

**Prevention Tips: Ticks:** cover up, tuck your pants into your socks or boots (limit exposed skin), lighten up! (light color clothing makes it easier to see them); use an insect repellent on clothing. **Chiggers:** When in wooded areas that may be chigger-infested, try not to brush up against vegetation. When hiking, walk in the center of trails, rather than along the sides. Wear long sleeves and long pants that can be tucked into your socks or shoes. Use insect or tick repellent, especially around the tops of your shoes, shirt neck, cuffs, and waistband. Shower as soon as you go indoors. Wash your clothes in hot water. **Spiders:** preventive steps: Inspect or shake out any clothing, shoes, towels, or equipment before use. Wear protective clothing such as a long-sleeved shirt and long pants, hat, gloves, and boots when handling stacked or undisturbed piles of materials. Minimize the empty spaces between stacked materials. Remove and reduce debris and rubble from around the outdoor work areas. Trim or eliminate tall grasses from around outdoor work areas. Store apparel and outdoor equipment in tightly closed plastic bags. Keep your tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores. **Bees:** Minimize your exposure; take care when drinking sweet beverages outside. Wide, open cups may be your best option because you can see if a bee is in them. Inspect cans and straws



before drinking from them. Tightly cover food containers and trash cans. Clear away garbage, fallen fruit, and dog or other animal feces (flies can attract wasps). Wear close-toed shoes when walking outside. Don't wear bright colors or floral prints, which can attract bees. Don't wear loose clothing, which can trap bees between the cloth and your skin. When driving, keep your windows rolled up. Be careful when mowing the lawn or trimming vegetation, activities that might arouse insects in a beehive or wasp nest. Have hives and nests near your area removed by a professional. **Snakes:** Avoid places where snakes may live. These places include tall grass or brush, rocky areas, fallen logs, bluffs, swamps, marshes, and deep holes in the ground. When moving through tall grass or weeds, poke at the ground in front of you with a long stick to scare away snakes. Wear chaps if there is a high probability of snakes in the area. Watch where you step and where you sit when outdoors. Wear loose, long pants and high, thick leather or rubber boots. Shine a flashlight on your path when walking outside at night. Never handle a snake, even if you think it is dead. Recently killed snakes may still bite by reflex. **Dogs:** Have owner secure animal before your arrival if possible. Be polite and respect the dog's personal space. Never approach an unfamiliar dog, especially one who's tied or confined behind a fence or in a car. Don't pet a dog—even your own—without letting him see and sniff you first. Don't disturb a dog while she's sleeping, eating, chewing on a toy, or caring for puppies. Be cautious around strange dogs. Always assume that a dog who doesn't know you may see you as an intruder or a threat. **Cats:** Generally will stay away from strangers. If cornered will bite and scratch. Cat bites are serious injuries and require prompt medical attention. This is by no means a comprehensive list of bite prevention measures.



**Thanks for your time. Let's work together to make Georgia a safer place to work.**

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# DOAS Loss Control Bulletin

April 2015

## Topic of the Month...Home/Off the Job Safety

With spring time, everyone wants to get outdoors and do all of the lawn or home maintenance items that have been put off. Each year we have numerous state employees injured off-the-job. Even with the direct costs from those injuries not coming from Risk Management, it does cost the state in other ways. Generally we all feel safest at home, yet off-the-job injuries cost more than \$500 million in lost wages, medical costs, and property damage annually. Nine out of 10 deaths from unintentional injuries occur off-the-job. Motor vehicle crashes are the leading cause of on-the-job deaths and the second leading cause of off-the-job deaths. In 2012, nearly 60,000 workers lost their lives as a result of unintentional injury either at work or away from work. One in 3 of these deaths were from motor vehicle crashes.

Whether you are injured on-the-job or at home makes no difference as far as your lost productivity. The simplest, but most often overlooked solution, is to ensure that we remember and use the same safety practices and attitudes that we apply on-duty when we're off-the-job. Too often, when we punch out, we leave our safe attitudes and respect for risks at the workplace door. Safety isn't a workplace behavior; it's a life behavior. It's something we must learn to take with us wherever we go. Don't take chances, don't ask family members to take chances, have the proper tools for the job, don't take short-cuts, don't stand on the top of your step ladder, dress properly for the job and use appropriate PPE, get assistance when moving heavy or awkward loads, etc. As a good guide, never do or ask anyone to do anything you would not ask your child to do.

### Here are some Home/Off the Job Safety Tips

- Prevent Blindness America tells us that 40 percent of home eye injuries occur in the yard or garden. So when mowing, wear safety glasses with side protection or goggles. Check your yard and remove debris before mowing.
- When using a weed eater, wear safety glasses or goggles under a face shield.
- Wear goggles when working with power saws or trimmers.
- Turn off power tools when near an unprotected bystander, especially when young children approach. Bystanders and helpers need eye protection when around tools that are in use.
- Wear goggles to protect your eyes from fertilizers, pesticides and other yard chemicals, including lime dust.
- Read and follow all product instructions. Obey warnings on yard chemicals and equipment.
- Keep the owner's manuals and instructions for all power tools and equipment in one location such as a file drawer or binder.
- Before you use a piece of equipment, review the instructions and safety precautions, especially if you haven't used the equipment in some time.
- Review and observe the safety labels on ladders.
- Use appropriate personal protective equipment such as gloves, eye and hearing protection and sturdy footwear and clothing.
- Get help lifting heavy items and practice good body mechanics.
- Practice defensive driving and courtesy at all times. Don't react to aggressive drivers, and don't engage in aggressive driving yourself. Wear your safety belt at all times and insist that all passengers do the same.
- Above all, be sure you are physically capable of performing a particular task and be sure to stretch and warm up before doing any strenuous activity.

There is no way to provide all of the safety tips in one bulletin. Always plan safety into Every Task, Every Day; not just at work, but at home/off-the-job as well.

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# DOAS Loss Control Bulletin

May 2015

## Topic of the Month...Ladder Safety

Did you know, according to the Consumer Products Safety Commission, approximately 65,000 workers go to the hospital every year due to ladder-related accidents? The leading injury for the State of Georgia is Falls, Slips, Trips. Yet, many of us assume everyone knows how to use a ladder properly. Is there a ladder training program and ladder inspection program at your location? Modern ladders have anti-slip safety shoes or feet on them to provide extra stability. Older ladders without these feet can slip out from under you. Have you seen people use folding ladders as a stationary ladder? When folding ladders are propped against a wall their feet don't completely grip the floor. In this configuration, the chances of the ladder slipping out increases greatly. The warning signs on many step ladders have labels to prohibit use of the top step; yet the State owns numerous ladders where these labels are worn out from use! Don't become a statistic. Here are a few tips on protecting yourself from injuries:

- Never stand on the top two steps of a step ladder or top three of a straight ladder.
- Make sure the step ladder is fully open with the braces between the two sections fully extended and locked.
- Before each use, inspect ladders for cracked or broken parts such as rungs, steps, side rails, feet and locking components.
- Select the right ladder for the job. If the ladder is too short for the job, get another one.
- A step ladder requires level ground support for all four of its side rails. If the worksite is uneven, select another ladder.
- Never attempt to move the ladder without first descending.
- Never place a step ladder on other objects such as boxes or scaffolds in an effort to gain additional height.
- Use a ladder that has anti-slip feet at the bottom.
- Maintain a 3-point (two hands and a foot; or two feet and a hand) contact on the ladder when climbing.
- Read the manufacturer's safety instructions affixed to the ladder before use. This information will also provide you with the weight load limit.
- Don't lean over the side of a ladder or reach beyond your arm's normal extension.



Desks and tables are not designed to support the weight of an adult either sitting or standing. In addition, chairs should not be used in place of ladders since they tend to tip easily.

Can we do the task from the ground without the fall exposure?

- Can we "engineer out" the risk? For example, a worker who must replace light bulbs high above a warehouse floor can use a telescopic pole with a bulb-gripping mechanism, instead of climbing a ladder.
- Guardrails, handrails or walls can be erected to protect workers near roof edges.
- Aerial lifts can safely bring a worker up to an elevated location if the employee has the proper training and follows strict safety procedures.



Everyone is exposed to fall hazards both on and off the job. Know that complacency can kill you, regardless of the elevation at which you're working.

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# DOAS Loss Control Bulletin

June 2015

## Topic of the Month...Severe Weather Preparedness!

It's that time of year where we start hearing more about tornadoes and high winds. All of these events highlight the need for emergency preparation. The Federal Emergency Management Agency (FEMA) and Georgia Emergency Management Agency (GEMA) have the responsibility of handling Federal and State emergency events. GEMA's *Ready Georgia*, a statewide emergency preparedness campaign, offers tools that residents can use to create an emergency supply kit, develop a communications plan and stay informed about potential threats. *Ready Georgia's* interactive website, [www.ready.ga.gov](http://www.ready.ga.gov) (<http://ready.ga.gov/>) provides detailed information on Georgia-specific emergency preparedness and allows users to create a [personal profile](#) and receive a customized checklist and family communications plan. Employers can use the [Ready Your Business](#) guide to create custom contingency plans, and children can visit the [ReadyKids](#) page for age-appropriate information, videos and games. For preparedness on the go, families can also download *Ready Georgia's* free [mobile app](#) at <http://www.ready.ga.gov/mobileapp> to learn how to prepare for emergencies, create family communications plans and more. Is **YOUR** emergency plan for your home and your **agency** location prepared and is it up to date? GEMA and FEMA offer a lot of information to help develop a plan on how to deal with emergencies. Do you know what to do in case of an emergency at your agency, at your location? Is your home one of the 50+% in the U.S.A. that has no emergency plan? Do you know what steps to take to start an emergency plan? **Ready.GA.gov** offers some of the following guidelines for homes.



### Supply Checklist for **Severe Weather** emergencies:

- Do you have a stored water supply of at least 3 gallons per day per person?
- Do you have a 3 day non-perishable food supply for your family?
- Do you have a manual can opener, batteries, flashlights and a NOAA alert radio?
- Do you have a fully stocked First Aid kit?
- Are you prepared for a cold weather emergency if the power goes out?

### **Fire & Medical** emergency preparation for your location or home:

- Are there two ways out of your home or office?
- Have you established a meeting point once you have evacuated?
- Do you have a First Aid kit? Are Emergency numbers posted?
- Do you know who has First Aid training at your location?

### **Flooding** preparation:

- Do you know what items you want to take with you during an evacuation?
- Do you have emergency contact numbers in case roads are flooded in your area or at your location?



Of course these are the short list of items. A few minutes of preparation can save a life or make you far more comfortable in case of an emergency situation.

**Thanks for your time. Let's work together to make Georgia a safer place to work.**



## Topic of the Month...Backing

You may have heard the saying “When backing just use your mirrors, don’t turn your head”. Ah, NO!

When you are driving, we should be checking mirrors, as well as turning our heads and gathering as much information as possible so that our high-risk movement (backing) is as safe as possible. And do not depend solely on the new back-up cameras that are in the new vehicles when backing either. One third of the State of Georgia’s accidents are related to backing.



There are a couple of memory tools to remember when backing. One tool is **G. O. A. L.** (**Get Out And Look!**). Before you move your vehicle, get out and walk around the vehicle and check to see where that tree or pole has moved since you parked last.

Another memory tool is **P.A.L.S.** (Plan, Area, Look, Slow)

- **Plan** – adjust your mirrors properly before moving vehicle for maximum visibility. Learn your vehicle’s blind spots. When parking the vehicle, park to eliminate backing when possible; basically, plan how you are going to leave the space when you park. Avoid picking a space that you cannot get out of easily such as spaces with SUVs or vans on your side where you can’t see when backing. Avoid a parking space where directly across there is a large vehicle that reduces your backing space or your vehicle turning radius when backing out.
- Check **Area** around your vehicle for people walking, other vehicles backing up behind you and any other obstructions. Check carefully for children and pets.
- **Look** out of your back window. If you are backing straight or to the left, place your left hand on the top of the steering wheel, turn your body to the right, and look over your right shoulder out the rear window. If you’re backing to the right, place your right hand on the top of the steering wheel, turn your body to the left, and look over your left shoulder. Do not just depend on your mirrors. Do not depend solely on your rear view camera. Use all of your resources.
- Back up **SLOWLY** and continually check the rear and sides. Spotter: Do you have a passenger? Can they guide you when you are backing? Parking lots can be a particular challenge when backing up. Whenever possible, park away from entrances, exits and other cars.

DOAS-RMS-Loss Control provides a variety of Driver Safety Courses: Basic Defensive Driving, Advanced Defensive Driving, Driver Improvement Course, and Driver Awareness. Driver’s Alert also provides 30 to 40 narrated PowerPoints; and the DOAS website still has a couple of short videos on line. If we can help you with your agency’s driver training, please give us a call.

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# DOAS Loss Control Bulletin

## August 2015

### Topic of the Month...FY2015 Injury Review

Fiscal Year 2015 ended on June 30, 2015. During FY2015, 5,612 (4.91%) of fellow State of Georgia employees were injured. Of those, 1,280 (1.04%) were injured severely enough to lose a day of work. Nationally, average State Government rates were 3.9% for 2013 (latest available).

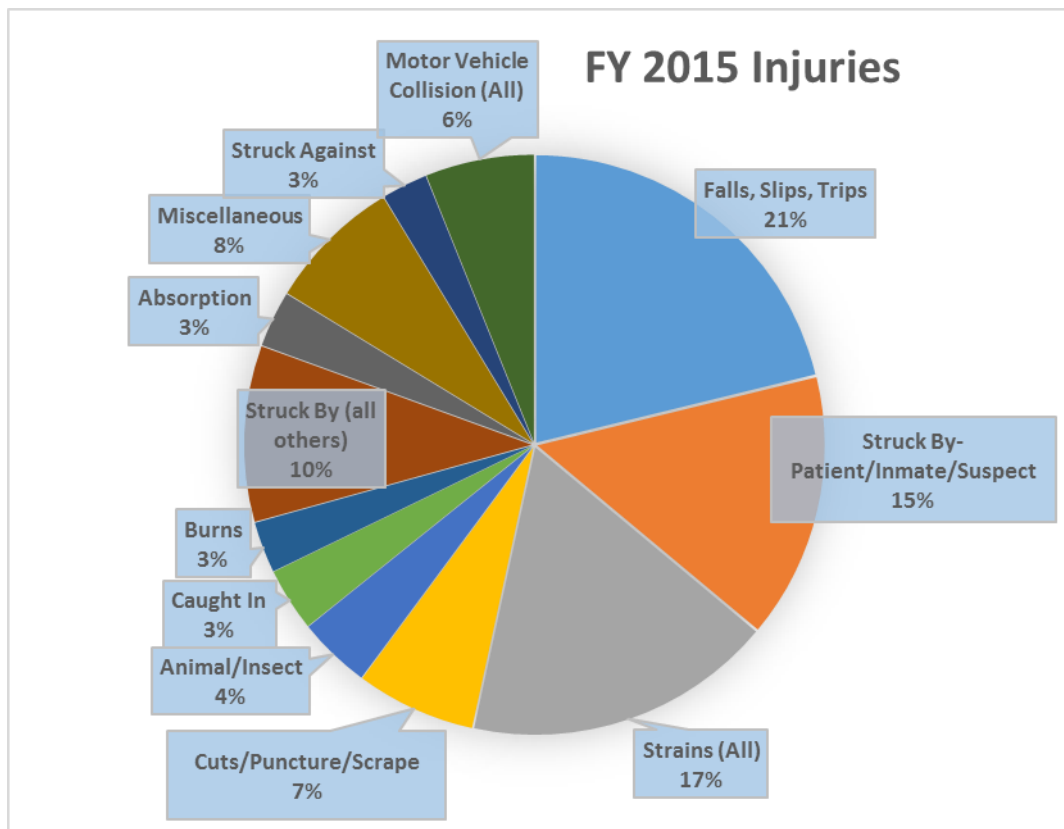
#### GOOD News

- There were over 1,187 Falls, Slips & Trips (FSTs) injuries; the State's leading cause of injury (21%). However, this is a 4% reduction in this area (25% FY2014). Nearly all FSTs injuries are preventable. Has your agency conducted FSTs training?

#### BAD News

- One percent increase in Total Workers' Compensation Injuries.
- Nearly 7% increase in Lost Time Injuries.
- Total spent on Liability, Auto, Property and Workers' Compensation claims in FY2105 was over \$21,000,000. We had nearly \$100,000 increase in APD claims.

The top injury types can be seen in the pie chart.



**THANK YOU!** for all of your efforts to reduce injuries. We have a new fiscal year with more challenges, more exposures, more hazards, and unfortunately more injuries. When you look at many of the injuries, **90+% are preventable**. No injury is acceptable or part of the job. If we can help you with your Safety training, please contact us at [losscontrol@doas.ga.gov](mailto:losscontrol@doas.ga.gov).

**Remember: HAZARD + EXPOSURE - CONTROL = INJURY!**  
What injury controls do you have in place? (Guards, Training, Inspections, etc.)  
Thanks for your time. Let's work together to make Georgia a safer place to work.





# DOAS Loss Control Bulletin

September 2015

## Topic of the Month...Same Level Fall Prevention

Falls, Slips, Trips made up 22% of the workers' compensation injuries in Fiscal Year 2015. Of those, the most frequently occurring were "falls on the same level". "Falls on the same level" comprised 12 - 13% of all injuries. These injuries cost the State of Georgia just under \$3 million with another \$5 million in potential future costs. "It's Elementary, Watson." Many of us believe that people need to "Pay Attention" in order to prevent Falls, Slips, Trips injuries. So why are these basic things costing us around \$8 million a year; year after year after year?

So what is your plan to deal with this exposure? Are we going to do the same thing and hope it gets better? Have you looked at departments with the higher incidence of falls and determined why? Has your agency conducted Falls, Slips, Trips awareness or prevention training? Personal awareness is hard to control, but are we setting the example? Do we really have to answer that email or text while we are walking across a busy street? Do you have a Falls, Slips, Trips prevention plan? Do you have a checklist of items? Such things as:

- Changes in elevation: Are they marked? Are you warned of the elevation changes?
- Uneven walkways: How often are they checked? Warning? Repair plan?
- Unmarked elevation changes: Have they been identified? Plans for improvement?
- Improper floor types: Many times a Tile floor + Water = Hazard.
- Obstacles: Moving boxes in hallway? Improper storage around walkways?
- Mats and rugs: Are they in place? In good condition?
- Rainy days: Are door mats checked for saturation? Replaced or Wet vacuumed to remove excess water?
- Weather-related tasks: Additional rugs on rainy days/wet floor signs? Snow/ice removal plan?
- Drainage problems: Identified on rainy days? Are down spouts discharging onto walkways? Plan/work orders in to address problems?
- Footwear: Right type for area? Slip-resistant shoes for wet areas?
- Lighting: Are areas properly lit? Are light bulbs replaced as needed?
- Are walkways free of obstacles? (No cords, boxes, trash, hoses, carts)
- Are floor mats used in high risk areas? Cooking, dishwashing, food preparation & frying areas? Are mat edges beveled marked to reduce the chance of the mat itself from becoming a trip hazard? Wet floor signs displayed after mopping the floor?



What is your agency's procedure for reporting issues? Each agency has its own exposures to address, so a generic checklist is a start. We would be glad to come out and provide a training session at your agency. Hopefully we can have an "Aha" moment and realize what is needed to prevent a few of these injuries.

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# DOAS Loss Control Bulletin

## November 2015



### Topic of the Month...Think of the Back: Think of the Box!

Every day we have to move some type of materials around. We have been training employees for years to lift with your legs and keep your back straight. Then we send them back to work, and check mark, “lifting training complete”. We encourage you this time as you conduct this month’s training; to demonstrate the proper lifts and have the students demonstrate to you using an **empty box** as a part of the training. (Please ensure there are no current back conditions before the training). We all know that training retention is sometimes short. If the student does the operation, the retention time is longer. In addition, supervisors must correct employees when lifts are not done properly. Back injuries account for **one of every five** injuries and illnesses in the workplace. **Eighty percent** of these injuries occur to the lower back and are associated with manual materials movement tasks. No matter how automated our society gets, at some point, all of us have to handle or lift something at various times. Like any other area of **Risk Management**, you need to determine the **Hazard, Develop the Plan, Implement** and then **Monitor**. Review what has to be moved and determine the best way to do the job on an ongoing basis. Too many times, we get drawn into the “Let’s get’er done” mentality with many material handling tasks. We agree that the work does need to get completed, but taking a couple of seconds to determine the best way to do the job may prevent weeks of back pain. If we are to “Manage” these tasks, the first step is to review steps to eliminate some of the lifting. This may be as simple as having some of the copier paper delivered/stored close to the copier. This reduces the lifting for our employees. Not all solutions are this simple, but we need to look for the opportunities.

**Back pain can recur at any time.** The bottom line is that **YOU** bear the responsibility for preventing back injury. **Recognize** the five Leading Back Injury Risk Factors! **Poor** posture, **Poor** physical condition, **Improper** body mechanics, **Incorrect** lifting, and **Jobs** that require high energy. Be aware of your posture while working. When you assume a neutral posture, your body will find its natural balance. Adjust your worksite to fit **you** before you begin the task. Listen to your body! Be careful! Handle Materials Carefully! Remember – no single technique will work in all circumstances. Your **Brain** could be the most important muscle used when making a lift.

**Is the load height located inside your "safe lifting zone"?** The safe lifting zone is between the knees and shoulders. If the load is below knee level, bend your knees and lift with your legs. If the load is above your shoulders, use a stool or ladder. Better yet, rearrange the contents on the shelves so that heavier and more frequently needed items are placed on the mid-level shelves. If it is heavy, get help. Can you eliminate the lift or let equipment do the job? Do you need equipment (e.g.: hand trucks, forklifts, dollies) to help move it?

#### When you lift...

DOs!	DO NOTs!
Plant your feet firmly – get a stable base.	Lift from the floor.
Keep the load close to your body.	Lift loads across obstacles.
Bend at your knees – not your waist.	Twist and lift.
Tighten your abdominal muscles to support your back.	Lift from an uncomfortable posture.
Keep your back upright – keep your head up.	Fight to recover a dropped object.
Use your leg muscles as you lift.	
Get a good grip – use both hands.	Lift with one hand (unbalanced).
Lift steadily and smoothly without jerking.	Lift while reaching or stretching.
Breathe. If you must hold your breath to lift it, it is too heavy.	Hold your breath while lifting – GET HELP.

**BEGIN WITH THE END IN MIND.** Where are you going to move it? Good grip? Clear Path?

**Thank you for your time. Let’s work together to make Georgia a safer place to work.**