Facilitator / Leader Tasks Before the Tool Box Talk (TBT):
1. Read through this TBT guide.
2. Walk the job site to find ergonomics examples based on the TBT. If possible, take photos of “safe” and “unsafe” examples at the site to be used during the TBT.
3. Write down discussion questions to ask the group. Fill them in on page 2 “Other Questions.”

Learning Goals: After discussing this training topic, workers will have gained a general understanding of:
- Back injury risks related to material handling.
- Solutions for reducing manual lifting and back injury risks.

TRAINING CARD:

MOVE MATERIALS WITH ASSIST
When possible:
Use a cart for transporting loads to reduce carrying, take less trips, and to avoid carrying materials on your shoulder.
Help each other to lift large sized or heavy materials when a cart or hoist is not available.

Use WHEELS: dolly, cart, duct lift, pallet jack... & work with a TEAM.

MOVE MATERIALS WITH ASSIST
Keep floors clear of obstacles to minimize trip hazards and make use of wheeled carts/equipment easier.

Plan for the next day’s (or week’s) work tasks by talking with each other. Problem solve where to stage materials and plan for needed equipment to transport heavy or large materials.

Prep your work area by moving objects or debris to minimize trip hazards and clear a path for rolling carts.

TRAINER’S TALKING POINTS:

Why should we talk about moving materials with an assist?

To save your back from wear and tear over time.

Working smart now may protect you from feeling back pain and discomfort later.

Back pain can be related to deteriorating discs in the spine. When the discs break down it can result in painful muscle cramps, shooting pain and tingling and numbness down the legs, and in advanced cases, nerve damage, muscle weakness and paralysis of the legs. Back injuries are common, and after an initial strain, the back is more prone to injury. One major way to prevent back injury is by using assists when lifting large or heavy loads.

When possible:

Use a cart for transporting loads to reduce carrying, take less trips, and to avoid carrying materials on your shoulder. Use WHEELS: dolly, cart, duct hoist, pallet jack or other device to reduce manual lifting.

Help each other to lift large sized or heavy materials when a cart or hoist is not available. Work with a TEAM.

Keep floors clear of obstacles to minimize trip hazards and make use of wheeled carts/equipment easier.

Plan for the next day’s (or week’s) work tasks by talking with each other. Problem solve where to stage materials and plan for needed equipment to transport heavy or large materials.

Prep your work area by moving objects or debris to minimize trip hazards and clear a space for placing ladders and rolling carts.
TRAINER’S TALKING POINTS

Discussion Question: Describe a situation where you’d like to be able to use an assist to move materials.

- What are some benefits to doing it this way rather than by yourself?

Other Questions: ____________________________________________________________

Training Note: Here are examples of hazards in different construction trades. Choose your trade or one that is similar to your group’s line of work that can be used as hazards and solutions examples.

<table>
<thead>
<tr>
<th>Trade</th>
<th>Hazards</th>
<th>Potential Solutions</th>
<th>Solutions Examples</th>
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| Carpenter - Drywall  | Carrying a 1/2” thick 4’x10’ sheet of drywall without an assist.        | 1. Work with a partner to lift drywall weighing more than 50 pounds² or greater than 4’x12’ in size.  
| Floor Layer          | Transferring multiple cartons of ceramic tile from a staging area to the installation area. | 1. Prep-plan this task by delivering pallets of materials close to the work area to reduce moving them.  
2. Use a rolling dolly cart to transfer the boxes and reducing carrying.  
a. Work on technique of transferring the cartons by safely sliding the dolly under a stack of cartons so that manual lifting of the boxes onto the dolly is reduced. | Magliner 3-Position Hand Truck, www.magliner.com                                      |
| Sheet Metal Worker   | Lifting a large, 12 foot round duct piece overhead without an assist.    | 1. Work with a partner when lifting large, heavy, or bulky objects.  
2. Use a duct lift to position the duct piece overhead and hold it in place while the worker installs it. | Duct Lift www.cpwrconstructionsolutions.org, www.genielift.com                        |


Refer to the resources at our website: oshr.im.wustl.edu for more Tool Box TIPS.

WU has no commercial or financial relationship with the manufacturers of any of the identified products and does not endorse the use of any of these specific devices. Users should select devices based upon their professional expertise and closely follow all manufacturer’s instructions, requirements, and warnings. WU makes no warranty of any kind as to any of the products identified on this guide, and WU is not responsible for any damages or losses whatsoever arising out of or resulting from the use of any of the identified products.
**TRAINING ATTENDANCE SHEET**

Training Topic: Ergonomics – Move Materials with Assist

Date:

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Directions for making laminated training cards:
1) Print out color copies of this sheet
2) Cut along the dotted lines
3) Fold each strip of cards in half (back to back)
4) Place folded cards in laminating pouch & slide through laminating machine (6 folded cards will fit in 1 pouch)
5) Cut out cards & punch a hole in the circle (top left corner)
6) Collect each week’s training card on a spring clip (small carabiner) to keep the series of cards together.

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