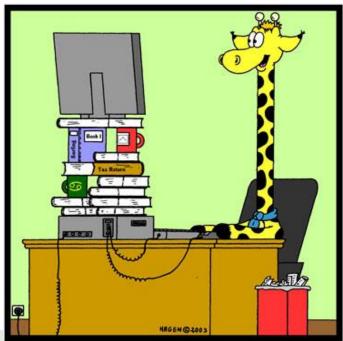


Employee Training Manual

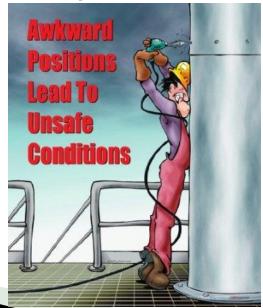
- Ergonomics is the science concerned with designing and arranging things that people use so that people will interact with the environment most effectively and safely.
- Ergonomics means arranging the environment to fit the person.



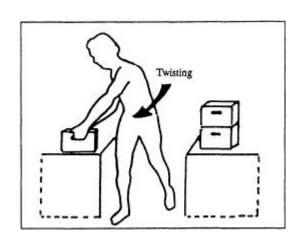
Now, that's more ergonomic...

New 8/3/2015

- On the worksite, ergonomic principles are being used to help adapt the job to the person rather than force the person to fit the job.
- Redesigning the job to fit the worker can reduce stress and eliminate many potential injuries and disorder associated with the overuse of muscles, bad posture and repetitive motions.



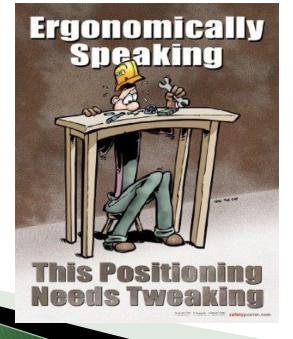
As a worker, your hands, wrists, arms, shoulders, backs and legs may be subjected to thousands of repetitive twisting, forceful or flexing motions during a typical workday. Many jobs can expose you to vibrations and noise, eye strain, repetitive motion and heavy lifting.



If machines, tools and workflow are poorly designed, they can place undue stress on tendons, muscles and nerves. In addition, temperature extremes may aggravate or increase ergonomic stress.

Your ability to recognize ergonomic problems on the job site is the essential first step in correcting these problems and improving worker safety and

health.



- The three most important issues related to ergonomics for workers and ways to control them are:
 - A. Back safety and lifting:
 - 1. Practice proper lifting techniques.
 - 2. Get help with large loads.
 - 3. Use material handling equipment.



- B. Equipment and tool vibration:
 - 1. Use only the force necessary to perform the job.
 - 2. Hold and use tools properly.
 - 3. Rotate tasks and take break from tasks during the work day to avoid vibration for too long a duration.



- C. Repetitive motions:
 - 1. Perform tasks following proper job procedures at all times.
 - 2. Select the right tool for the job.

3. Rotate the tasks you perform during the work day to avoid a single type of repetitive motion for too long a duration.

"I'd suggest using cash or switching hands when you swipe your credit cards."