



### TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

### WORK ACTIVITY

A musculoskeletal injury (MSI) is an injury of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue arising from risk factors such as awkward postures, repetitive motions and forceful exertions. The injury can be acute or cumulative.

### BACKGROUND

In addition to reducing the risk of injury, good ergonomics and a healthy work environment can increase productivity, improve quality, reduce rework, lower employee turnover rates, reduce training costs and improve workplace morale. That's an excellent return on investment!

### Key Points

**We have Standard Operating Practices for ergonomics and manual handling on our farm.**

If you don't remember them, review them—you can find them:

\_\_\_\_\_

List and discuss the heavy lifting and physically demanding jobs on our farm.

\_\_\_\_\_

\_\_\_\_\_

What can be changed to make the job easier?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education.** Understand the basics of body mechanics. Be able to recognize high-risk tasks and be able to identify the early signs and symptoms of a musculoskeletal injury. What are some other high-risk tasks on our farm?

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\_\_\_\_\_  
\_\_\_\_\_

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**Redesign the job.** Good ergonomics is about using your brain more than your back. Think about a strenuous manual job that needs to be done on our farm (job rotation, production rate, work and rest schedules), the object being handled (weight, size, shape, handles) and the workstation (dimensions, layout, adjustability).

## CAUTION

If you are unsure of what are reasonable work expectations, the International Organization for Standardization (ISO) has developed work standards based on scientific research. To find more details and specifications on risk factors, exposure levels and other work-related issues go to [www.iso.org](http://www.iso.org).

## EMERGENCY PROCEDURES / CONTACTS

In case of incident or injury, call 911 or your local emergency services and me / your supervisor.

## MORE RESOURCES

*Ergonomics Guidelines for Manual Handling*, by WorkSafe NB, 2nd Edition (2010), available at <http://www.worksafenb.ca/docs/MANUALEdist.pdf>.

## Think of heavy work solutions:

- Provide mechanical aids such as conveyors, floor cranes, carts, balancing mechanisms, vacuum hoists, turntables, tilt tables, hooks, automatic pushers, wheels, etc.
- Minimize the total cumulative weight handled each day.
- Change from lifting to pushing or from pushing to rolling.
- Introduce team lifting.
- Modify the object (change the shape, change the size, use lighter containers, divide into smaller units, move the centre of gravity closer to the employee, create handles, improve casters, etc.).
- Provide education in proper body mechanics, in proper selection of clothing and footwear, in use of personal protective equipment, etc.

## COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

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Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

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Signature \_\_\_\_\_



CanadaFarmSafe  
SécuriFermeCanada

This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [www.casa-acsa.ca/CanadaFarmSafePlan](http://www.casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

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