



Training Solutions, Delivered!

PREVENTING ERGONOMIC DISORDERS

**Leader's Guide, Fact Sheet
& Quiz**

Item Number: 5170
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This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

5170 PREVENTING ERGONOMIC DISORDERS FACT SHEET

LENGTH: 1:13 MINUTES

PROGRAM SYNOPSIS:

Our hands are exposed to countless workplace hazards that can cause severe injuries: machinery that can pinch or crush, knives and sharp tools that can cut or puncture, corrosive or irritating chemicals, extreme heat or cold and ergonomic-related hazards. Hand, wrist and finger injuries often have severe consequences such as extended time away from work and physical rehabilitation. Fortunately, most hand injuries can be prevented by following safe work practices and wearing appropriate PPE. This program discusses basic precautions workers can follow to prevent carpal tunnel syndrome and other ergonomic disorders.

PROGRAM OBJECTIVES:

After watching the program, the participant should be able to explain the following:

- What is considered neutral posture for the wrist;
- How to grip a tool without putting unnecessary strain on your fingers, hand and wrist;
- How to prevent damage to the hands, fingers and arms caused by excessive vibration.

INSTRUCTIONAL CONTENT:

PREVENTING ERGONOMIC DISORDERS

- To prevent carpal tunnel syndrome and other ergonomic disorders, keep your wrists in the neutral position whenever possible.
- Neutral posture for the wrist is 10 to 15 percent extension in any direction with the thumb to the side while typing or with the thumb up while using tools.
- When gripping a tool, use a firm grip that allows you to control the tool, but don't grip it too tight. This puts unnecessary strain on your fingers, hand and wrist.
- Prolonged use of power tools that vibrate can cause damage to the muscles, joints and nerves of the hands, fingers and arms. Avoid using tools with excessive vibration.
- If you must use a tool that vibrates a great deal, take frequent breaks or alternate work tasks to decrease the duration of exposure.
- Also, anti-vibration gloves are available that can reduce the stress on the hands and arms.
- Gloves can also keep your hands warm and dry. Cold, wet hands can make the effects of vibration and other ergonomic hazards even worse.

PREVENTING ERGONOMIC DISORDERS

ANSWERS TO THE REVIEW QUIZ

1. a

2. b

3. a

PREVENTING ERGONOMIC DISORDERS
REVIEW QUIZ

Name _____ Date _____

The following questions are provided to determine how well you understand the information presented in this program.

1. Neutral position for the wrist is _____ extension in any direction.
 - a. 10 to 15
 - b. 20 to 25
 - c. 40 to 45

2. When gripping a tool, you should hold it as tightly as possible.
 - a. True
 - b. False

3. If you use a tool that vibrates a great deal, you should take frequent breaks or alternate work tasks to decrease the duration of exposure.
 - a. True
 - b. False