

MANUFACTURING

EMPLOYEE HANDOUT

ERGONOMICS- SAFETY TIPS

Complete sentences by choosing the correct letter from the list below.

1. Hold the phone with... _____
2. Design work areas so employees... _____
3. For repetitive tasks, rotate employees' job duties... _____
4. Employees should alter their hand... _____
5. Avoid storing materials used frequently on overhead shelves... _____
6. Use ergonomically... _____
7. When using tools, use the minimum... _____
8. Avoid gripping tools too tightly and using the... _____



Select the correct letter:

- a. have enough space in their work stations.
- b. since reaching above could cause damage to the upper torso and arms.
- c. your hands, not your neck, or wear a telephone headset.
- d. to prevent ergonomic injuries.
- e. motions from time to time and conduct hand exercises.
- f. force needed to complete the job.
- g. friendly tools.
- h. same grasp to hold the tool for extended periods of time.

Answers to quiz:
 1. c. your hands, not your neck, or wear a telephone headset.
 2. a. have enough space in their work stations.
 3. d. to prevent ergonomic injuries.
 4. e. motions from time to time and conduct hand exercises.
 5. b. since reaching above could cause damage to the upper torso and arms.
 6. g. friendly tools.
 7. f. force needed to complete the job.
 8. h. same grasp to hold the tool for extended periods of time.

Employee _____

Date _____