



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

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**Working together for a safer, stronger future.**

# **ASSP Star Valley Chapter**

**Business Meeting March 11**

# Agenda

- Financial Report
- Chapter Committee Descriptions & Needs
- Best Practices: Ergonomic Evaluations



# Finances Report

Brandon Webb

# Finance Report

- The ASSP Star Valley has a checking balance of \$9,180.63 (as of Jan. 31, 2019)



# **Chapter Committee Descriptions & Needs**

Chair Responsibilities

# Committee Types

- **Standing Committees:**
  - Established in Chapter Bylaws to take care of ongoing functions such as Nominations and Elections and Executive Committees.
  - Other options for standing committees include, but are not limited to Programs, Membership and Government Affairs committees.
- **Special Committees and Task Forces:**
  - Appointed by the President to achieve a specific goal and are dissolved at project completion.
- **Relationships**
  - The President or his/her designee supervises the committees
  - All committees should regularly report to the Chapter Executive Committee

# Typical Committees

- **Executive Committee**

- Meets at least monthly and manages chapter operations and affairs
- Approves chapter strategic plan and updates it annually
- Reviews the Treasurer's Report monthly
- Approves the annual chapter budget and any budget exceptions
- Receives reports from officers, committees and sections and act on motions and recommendations
- Refers appropriate business to the full membership, as required by Chapter Bylaws

- **Nominations and Elections Committee**

- Selects candidates for chapter offices from the membership
- Prepares a slate of officers for the coming year and reviews the slate with the Executive Committee
- After review with the Executive Committee, contacts the candidates and confirms their willingness to serve in that office, should they be elected

- **Audit Committee**

- Audits the chapter financial records at least once per fiscal year



# Typical Committees

- **Awards and Honors Committee**

- Processes materials for honoring members and recognizing achievement in professional and chapter activities
- Collects and distributes information about the Fellow Honor, Safety Professional of the Year, and Outstanding Safety Educator Award.

- **Chapter Bylaws Committee**

- Recommends changes to Chapter Bylaws to reflect changes in chapter functions and/or to maintain compliance with the most current Model Chapter Bylaws
- Communicates current Bylaw stipulations to the chapter members

- **Foundation Activities Committee**

- Promotes awareness of the ASSP Foundation
- Recruits members to solicit contributions to the ASSP Foundation

# Typical Committees

- **Governmental Affairs Committee**

- Serves as the communication network between the chapter and ASSP HQ regarding governmental affairs and activities
- Coordinates legislative actions involving local, state, regional and national issues impacting the safety profession
- Provides input on federal laws and regulations on which ASSP is proposing to comment

- **Hospitality Committee**

- Welcomes and introduces new members to chapter officers, committee chairs, and other members
- Manages any chapter activity or response to personal and professional events in members' lives

# Typical Committees

- **Strategic Planning Committee**

- Develops a three to five year long-range strategic plan to enhance the ability of the chapter leadership to serve its members

- **Membership Committee**

- Recruits members
- Ensures that new members are recognized and introduced at one or more membership meeting
- Maintains a list of potential members
- Instructs and supports prospective members in the process of becoming a member
- Informs members of membership campaigns and encourage their support and participation in membership drives

# Typical Committees

- **Newsletter Committee**

- Publishes, either hard-copy or electronically, and distributes the chapter newsletter to all chapter members on a regular basis
- Sends copies of the chapter newsletter to the AD, RVP and ASSP HQ

- **Professional Development Committee**

- Conducts member needs assessments in determining technical and professional development activity plans
- Evaluates and proposes technical seminars and programs including needs assessments , attendance and financial gain from a proposed event
- Coordinates logistics of professional development activities
- Evaluates and proposes methods for preparing members to pass the Certified Safety Professional examination

# Typical Committees

- **Program Committee**

- Develops and promotes pertinent educational programs
- Plans the program time, location and logistics
- Meets with the speaker(s) to coordinate the program
- Applies for CEUs, if applicable
- Introduces speaker(s)
- Submits program promotional materials to newsletter editor and public relations committee for promotion

- **Public Relations Committee**

- Prepares and distributes press releases and public service announcements on chapter activities to the local media.

# SV Chapter Committees

- Audit:
    - Chairperson: Daniel Ashworth
  - Awards & Honors
    - Chair is open
  - Communications
    - Chairperson: Bob Calhoun
  - Executive Committee
    - Chairperson: Daniel Ashworth
  - Foundation Liaison
    - Chair is open
  - Government Affairs
    - Chairperson: Bob Drane
- } Committee Members: Stuart Bowman, Bob Calhoun & Brandon Webb

# SV Chapter Committees

- [Jobs](#)
    - Chair is open
  - [Membership](#)
    - Chair is open
  - Nominations & Elections
    - Past-President is chair: Jimmy Calvert
  - PDC Liaisons
    - Brandon Webb & Stuart Bowman
  - Programs
    - Chairperson: Carlton Davis
- } Committee Members: Jeff Brafford & Bob Drane
- } Committee Members: Daniel Ashworth & Bob Calhoun

# Committee Needs

- Do we want to:
  - Establish more committees?
  - Disband some committees?
  - Combine committees?
  - Establish a Student Chapter (VT, Liberty, CVCC)?
  - Benchmark with other Chapters?
- Need to check with Bylaws/modify as required
- Committee chairs needed for the committees to be discussed
  - Chairs can earn certification maintenance points
  - Collaboration is needed to verify points
- Members are needed for all Committees
  - Improve Chapter membership involvement



# Awards & Honors Chair

- Purpose:
  - Chair supports member engagement by ensuring that chapter members are recognized for their contributions to the chapter, ASSP and the safety profession.

# Awards & Honors Chair

- **Key Responsibilities:**

- Develop and oversee chapter awards and honors program, including designation of awards and recognition, all relevant application and selection processes, and ensure presentation of awards to honorees
- Coordinate chapter SPY recognition program, ensuring that the chapter considers at least one chapter SPY nomination annually, and assist with the chapter's nominations for region and/or ASSP SPY awards
- Works with program chair to coordinate recognition of members at meetings and events
- Work with chapter communications chair to coordinate the recognition of members through chapter communications (e.g., newsletter, website, social media) and local media

# Awards & Honors Chair

- **Key Responsibilities Continued:**
  - Act as chapter liaison to members receiving awards and recognition
  - Act as liaison to ASSP on long-service recognition and to promote other chapter recognition and awards as appropriate
  - Attend chapter general membership and executive committee meetings as needed/requested

# Awards & Honors Chair

- **Support:**

- Online resources from ASSP
- Transition meeting with outgoing chapter awards and honors chair
- Additional support available from chapter president and [ASSP Chapter Services](#)

- **Benefits:**

- Opportunity to develop leadership & human resource management skills
- Earn certification maintenance points

# Awards & Honors Chair

- **Time Commitment:**

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 7 hours

- **Qualifications:**

- ASSP member in good standing
- Develop understanding of chapter members' work & accomplishments
- Develop working knowledge of chapter and ASSP awards & honors programs
- Develop an understanding of chapter and ASSP structure and strategic direction

# Awards & Honors Chair

- **Specific Duties:**

- Complete two modules of officer training in [TBD]:
  - Basic training: ASSP overview;
  - Membership training: Retention
- Recommend completion of one additional officer training module:
  - Membership training: Recruitment
- Suggest additional regular or ad hoc chapter awards to executive committee as appropriate
- May work with chapter professional development conference chair to coordinate conference awards and recognition as applicable

# Awards & Honors Chair

- **Specific Duties Continued:**
  - Work with chapter membership chair to coordinate the distribution of long-service recognition on significant anniversary dates
- Sample awards to consider and build on:
  - Safety Professional of the Year (chapter and promotion to region)
  - Speaker of the Year
  - Volunteer of the Year
  - Officer (elected and appointed) awards and recognition
  - Long-service recognition (coordinated with Society)
  - Student-section-related awards (e.g., papers, presentations, projects)
  - President's Award
  - PDC awards/speaker recognition

# Foundation Liaison

- **Purpose:**

- The chapter foundation liaison ensures that chapter members are aware of opportunities available through the [ASSP Foundation](#) and facilitates members' participation in these opportunities.

- **Key Responsibilities:**

- Act as liaison between the ASSP Foundation and the chapter
- Inform chapter members of Foundation scholarship and professional development grant programs and encourage participation in these programs
- Coordinate chapter efforts to raise donations for the Foundation either through soliciting/suggesting individual donations and/or organizing chapter events resulting in donations



# Foundation Liaison

- **Key Responsibilities Continued:**

- Work with chapter awards and honors chair to recognize chapter members who have received a scholarship or professional development grant from the Foundation or made a significant contribution to the chapter's support of the Foundation
- Attend chapter general membership and Executive Committee meetings as needed/requested

- **Support:**

- Transition meeting with outgoing chapter foundation liaison
- Additional support available from chapter president and [ASSP Chapter Services](#)

# Foundation Liaison

- **Time Commitment:**

- Term of office: Preferably 1 year, July 1 - June 30
- Average hours per month: Up to 3 hours

- **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop an understanding of ASSP Foundation opportunities

- **Specific Duties:**

- Complete one module of officer training in TBD:
- Basic training: ASSP overview

# Jobs Chair

- **Purpose:**
  - Provide chapter members with information and resources to aid in their job searches and career development.
- **Key Responsibilities:**
  - Serve as the main contact for chapter members looking to post or share open positions
  - Manage the chapter jobs listings in the chapter newsletter, website, social media, and/or meeting announcements, ensuring that content is relevant and up-to-date
  - Facilitate cross-posting of career opportunities with ASSP jobs board

# Jobs Chair

- **Support:**
  - Transition meeting with outgoing chapter jobs chair
  - Additional support available from chapter president and [ASSP Chapter Services](#)
- **Time Commitment:**
  - Term of office: Preferably 1 year, July 1 - June 30
  - Average hours per month: Up to 3 hours
- **Qualifications:**
  - ASSP member in good standing
  - Helpful to have or be willing to develop knowledge of local jobs market and/or relationships with local businesses

# Jobs Chair

- **Duties:**

- Complete one module of officer training in TBD:
- Basic training: ASSP overview
- Develop/update and manage a process submission and management of jobs for posting either on chapter website or ASSP jobs board
- Establish/update criteria for jobs that the chapter will post
- Maintain records of chapter members who have gained employment through chapter job postings and report results to membership chair
- Work with chapter secretary and/or chapter communications chair to distribute job notifications through chapter's newsletter, website, etc.
- Work with chapter program chair to distribute job notifications

# Membership Chair

- **Purpose:**

- Membership chair is responsible for monitoring and growing the chapter's membership by coordinating the chapter's member recruitment, orientation and retention efforts.
- This volunteer leader works with the chapter's executive committee to identify and pursue opportunities to enhance the experience for existing and future chapter members.

# Membership Chair

- **Key Responsibilities:**

- Develop and coordinate member recruitment and retention campaigns, ensuring the engagement of the chapter Executive Committee and existing members in these efforts
- Work with chapter Executive Committee to establish membership recruitment and retention targets, and develop and implement strategic activities to meet those targets
- Prepare and deliver regular reports on chapter membership goals, benefits, engagement opportunities and member highlights
- Monitor chapter roster and meeting guest lists to coordinate outreach to members nearing expiration and to convert guests to members

# Membership Chair

- **Key Responsibilities Continued:**

- Develop and coordinate member recruitment and retention campaigns, ensuring the engagement of the chapter Executive Committee and existing members in these efforts
- Work with chapter Executive Committee to establish membership recruitment and retention targets, and develop and implement strategic activities to meet those targets
- Prepare and deliver regular reports on chapter membership goals, benefits, engagement opportunities and member highlights
- Monitor chapter roster and meeting guest lists to coordinate outreach to members nearing expiration and to convert guests to members



# Membership Chair

- **Key Responsibilities Continued:**

- Establish and chair Membership Committee and/or volunteer groups associated with ensuring a meaningful member experience (e.g., meeting greeters) as appropriate
- Coordinate new member orientation, including development and delivery of information and materials
- Attend chapter general membership and Executive Committee meetings

# Membership Chair

- **Support:**

- Online training from ASSP is required before taking office
- Transition meeting with outgoing chapter membership chair
- Membership Chair Manual, The Membership Chair blog, and associated resources from ASSP
- Additional support available from chapter president and [ASSP Chapter Services](#)

# Membership Chair

- **Time Commitment:**

- Term of office: 1 year, July 1 - June 30
- Average hours per month: Up to 8 hours

- **Duties:**

- Complete five modules of officer training in TBD:
  - Basic training: Chapter operations;
  - Basic training:-ASSP overview;
  - Leadership training: President-elect/Vice president;
  - Membership training: Recruitment;
  - Membership training: Retention
- Recommend development and coordination of a Membership Committee

# Membership Chair

- **Duties Continued:**

- Coordinate with ASSP to promote existing membership recruitment campaigns and develop local campaigns, including the establishment
- Provide information about new chapter members to chapter officers and committee chairs
- Ensure that new members are recognized and introduced at chapter membership meetings
- Provide and collect sign-in sheets for members and guests, and work with chapter secretary to maintain/update chapter attendance records accordingly
- Instruct/support prospective members in the process of becoming a member
- Assist chapter president and/or chapter awards and honors chair in member recognition

# Membership Chair

- **Duties Continued:**

- Perform periodic surveys to determine the needs and interests of chapter members
- Work with chapter communications chair to disseminate information pertaining to chapter membership, including reports and member highlights, through chapter communication channels (e.g., website, social media, newsletter, etc.)
- Periodically review chapter website to ensure that membership information is accurate and up-to-date
- Work with the chapter professional development conference chair and chapter program chair to promote all chapter events to chapter membership
- Ensure that chapter members are aware of opportunities to become involved in other ASSP communities (common interest groups and practice specialties) locally or nationally

# Membership Chair

- **Duties Continued:**

- Review chapter roster on a regular basis to identify new members, recent renewals and missing members
- Send welcome message to new chapter members providing an overview of membership benefits and an invitation to the next chapter meeting
- Send thank you/recognition e-mail to sponsors of new members
- Coordinate social events for new members
- Ensure orderly transition and transferal of duties and records to succeeding chapter membership chair

# Section/Student Affairs Chair

- **Purpose:**

- The chapter section/student affairs chair ensures that members of the chapter's sections and student sections are informed of chapter business and that their needs and interests are represented within the chapter Executive Committee.

- **Key Responsibilities:**

- Serve as liaison between chapter leadership and the leadership of chapter sections/student sections
- Coordinate communication with all sections/student sections on the chapter's behalf
- Ensure that section/student section leadership attend one or more chapter meetings annually

# Section/Student Affairs Chair

- **Key Responsibilities Continued:**

- Communicate with chapter Executive Committee about section/student sections issues, needs and interests
- Ensure that chapter sections/student sections hold elections in alignment with their bylaws
- May coordinate and/or partner with other chapter officer(s) to coordinate chapter scholarship program, including serving as liaison with ASSP Foundation, soliciting donations, supporting promotional efforts to recruit applicants and recognizing scholarship recipients
- Attend chapter section/student section meetings as needed/requested
- Attend chapter general membership and Executive Committee meetings as needed/requested



# Section/Student Affairs Chair

- **Support:**
  - Online resources from ASSP
  - Transition meeting with outgoing chapter section/student affairs chair
  - Additional support available from chapter president and [ASSP Chapter Services](#)
- **Time Commitment:**
  - Term of office: Preferably 1 year, July 1 - June 30
  - Average hours per month: Up to 7 hours

# Section/Student Affairs Chair

- **Qualifications:**

- Must be an ASSP member in good standing
- Have or be willing to develop an understanding of chapter and ASSP structure and strategic direction
- Helpful to have experience working with college/university students and/or higher education

- **Specific Duties:**

- Complete two modules of officer training in TBD:
  - Basic training: Chapter operations
  - Basic training: ASSP overview
- Recommend completion of two additional officer training modules:
  - Membership training: Recruitment
  - Membership training: Retention

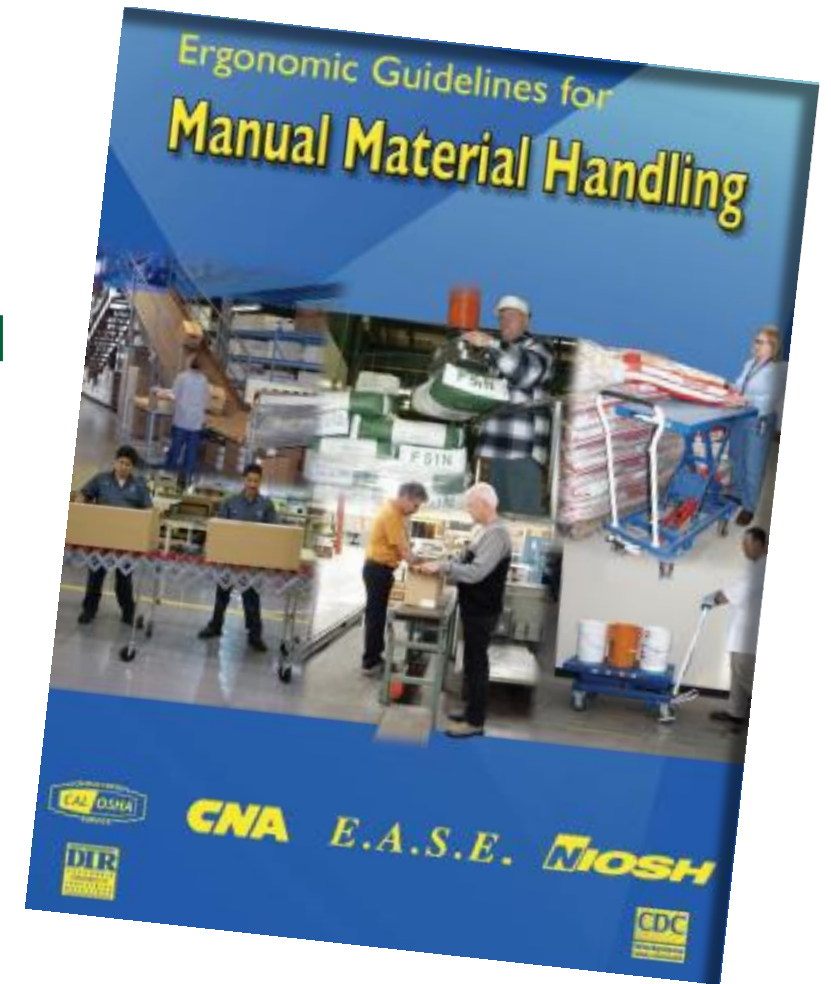
Three vertical yellow lines of varying thicknesses are positioned on the left side of the slide.

# Recommended Ergonomic References

Sources used in the past

# Ergonomics References








- Manual Material Handling
  - Produced by NIOSH, insurance companies and other sponsors
  - What to look for
  - Proactive plan
  - Assessment tools
  - Analysis methods
  - Training




# Ergonomics References

- Manitoba Risk Factor Checklist

- Identifies risk factors for:
  - Upper limb movements
  - Keyboard use
  - Hand force
  - Awkward postures
  - Vibration and more
- Questions risk factor
- Provides time frames
- Provides an ergonomic score

ERGONOMICS RISK FACTOR CHECKLIST							
UPPER EXTREMITY RISK FACTOR CHECKLIST							
Date:		Analyst:		Job:		Location:	
RISK FACTOR CATEGORY	RISK FACTORS	EXPOSURE Is the risk factor present within the job or task?	TIME			SCORE	
			0% to 25% of total job time	25% to 50% of time	50% to 100% of time	If total time for job is > 8hrs, add 0.5 per hour	
Upper Limb Movements	1. Moderate: Steady motion with regular pauses	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	1	2		
	2. Intensive: Rapid steady motion without regular pauses	<input type="checkbox"/> YES <input type="checkbox"/> NO	1	2	3		
Keyboard Use 	3. Intermittent Keying	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	0	1		
	4. Intensive Keying	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	1	3		
Hand Force (Repetitive or Static)  	5. Squeezing Hand with the Hand in a Power Grip	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	1	3		
	6. Pinch More than 2 pounds	<input type="checkbox"/> YES <input type="checkbox"/> NO	1	2	3		
Awkward Postures    	7. Neck: Twist/Bend (twisting neck > 20°, bending neck forward > 20° or back < 5°)	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	1	2		
	8. Shoulder: Unsupported arm or elbow above mid-torso height	<input type="checkbox"/> YES <input type="checkbox"/> NO	1	2	3		
	9. Rapid Forearm Rotation	<input type="checkbox"/> YES <input type="checkbox"/> NO	0	1	2		



# NIOSH Lift Short Form

- Example produced by Ergonomics Plus
- Process completed in steps:
  - Determine actual weight
  - Identify adjusted weight limit (see picture)
  - Find the reduction modifier (lift frequency)
  - Calculate weight limit
  - Determine hazard (actual weight lifted > weight calculated a hazard exists)

**NIOSH Lift Short Form**

**STEP 1** Find the actual weight of objects the employee lifts. Actual Weight = \_\_\_\_\_ lbs.

**STEP 2** Determine the Unadjusted Weight Limit. Where are the employee's hands when they begin to lift or lower the object? Mark that spot on the diagram to the right. The number in that box is the Unadjusted Weight Limit in pounds.

Unadjusted Weight Limit = \_\_\_\_\_ lbs.

**STEP 3** Find the Limit Reduction Modifier. Find out how many times the employee lifts per minute and the total number of hours per day spent lifting. Use this information to look up the Limit Reduction Modifier in the table below.

How many lifts per minute?	For how many hours per day?		
	1 hr or less	1 hr to 2 hrs	2 hrs or more
1 lift every 2-5 mins.	1	0.95	0.85
1 lift every min	0.95	0.9	0.75
2-3 lifts every min	0.9	0.85	0.65
4-5 lifts every min	0.85	0.7	0.45
6-7 lifts every min	0.75	0.5	0.25
8-9 lifts every min	0.6	0.35	0.15
10+ lifts every min	0.3	0.2	0

Note: For lifting done less than once every five minutes, use 1.0.

Limit Reduction Modifier = \_\_\_\_\_

**STEP 4** Calculate the Weight Limit. Start by copying the Unadjusted Weight Limit from Step 2.

Unadjusted Weight Limit = \_\_\_\_\_ lbs.

If the employee twists more than 45 degrees while lifting, reduce the Unadjusted Weight Limit by multiplying by 0.85. Otherwise, use the Unadjusted Weight Limit.

Twisting Adjustment = \_\_\_\_\_

**STEP 5** Is this a hazard? Compare the Weight Limit calculated in Step 4 with the Actual Weight lifted from Step 1. If the Actual Weight lifted is greater than the Weight Limit calculated, then the lifting is a WMSD hazard and must be reduced below the hazard level or to the degree technologically and economically feasible.

Note: If the job involves lifts of objects with a number of different weights and/or from a number of different locations, use Steps 1 through 5 above to: 1. Analyze the two worst case lifts – the heaviest object lifted and the lift done in the most awkward posture. 2. Analyze the most commonly performed lift. In Step 3, use the frequency and duration for all of the lifting done in a typical workday.

Adjusted Weight Limit \_\_\_\_\_ lbs.

X

Limit Reduction Modifier \_\_\_\_\_  
(from step 3)

Weight Limit = \_\_\_\_\_ lbs.

Lifting Index = \_\_\_\_\_

**ERGONOMICS PLUS** Lifting Calculator as given by the State of Washington Department of Labor and Industries

# Medtronic Ergo Reference Guide

- Ergonomics Reference Guide to Workstation, Tool, Task and Process Design
  - Identifies risk factors
  - Anthropometry effects/considerations
  - Design recommendations for carts, chairs, computer work stations, displays, material handling, hand tools, much more
  - Effective checklists
  - Reach zones definitions

# NIOSH Lift Equation

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<b>JOB ANALYSIS WORKSHEET</b>											
<b>DEPARTMENT</b> _____ <b>JOB TITLE</b> _____ <b>ANALYST'S NAME</b> _____ <b>DATE</b> _____						<b>JOB DESCRIPTION</b> _____ _____ _____					
<b>STEP 1. Measure and record task variables</b>											
Object Weight (lbs)		Hand Location (in)				Vertical Distance (in)	Asymmetric Angle (degrees)		Frequency Rate	Duration	Object Coupling
		Origin		Dest.			Origin	Destination	lifts/min	(HRS)	
L (AVG.)	L (Max.)	H	V	H	V	D	A	A	F		C
<b>STEP 2. Determine the multipliers and compute the RWL's</b>											
$RWL = LC \times HM \times VM \times DM \times AM \times FM \times CM$											
<b>ORIGIN</b>		$RWL = 51 \times \square \times \square \times \square \times \square \times \square \times \square =$ <div style="border: 1px solid black; display: inline-block; padding: 5px 20px; text-align: center;">Lbs</div>									
<b>DESTINATION</b>		$RWL = 51 \times \square \times \square \times \square \times \square \times \square \times \square =$ <div style="border: 1px solid black; display: inline-block; padding: 5px 20px; text-align: center;">Lbs</div>									
<b>STEP 3. Compute the LIFTING INDEX</b>											
<b>ORIGIN</b>		LIFTING INDEX = $\frac{\text{OBJECT WEIGHT (L)}}{RWL} = \frac{\quad}{\quad} =$ <div style="border: 1px solid black; display: inline-block; width: 40px; height: 40px; vertical-align: middle;"></div>									
<b>DESTINATION</b>		LIFTING INDEX = $\frac{\text{OBJECT WEIGHT (L)}}{RWL} = \frac{\quad}{\quad} =$ <div style="border: 1px solid black; display: inline-block; width: 40px; height: 40px; vertical-align: middle;"></div>									

Figure 3: Single Task Job Analysis Worksheet



# A Sprain/Strain Investigation Checklist

Sprain/Strain Investigation Checklist #			
Activity Assessed: Location:	training	Date:	Organization Observed: Analyst(s):
Aspects	Risk Factors	Observation	
		Yes	No
Physical Demands	1. Overexertion required?	<input type="checkbox"/>	<input type="checkbox"/>
	2. Repetition issue (100 reps/hour to 2000 per/day)?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Awkward positions required (bending, reaching, squatting, flexion etc. )?	<input type="checkbox"/>	<input type="checkbox"/>
	4. Static or sustained postures needed to perform tasks?	<input type="checkbox"/>	<input type="checkbox"/>
	5. Lifting tasks exceed >20 lbs.; load secured, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Excessive force applied (push/pull, secure, hold etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
	7. Excessive reach (horizontal reach long/vertical reach below knees/above shoulders)?	<input type="checkbox"/>	<input type="checkbox"/>
	8. Excessive distance observed (travel/movement)?	<input type="checkbox"/>	<input type="checkbox"/>
Workplace, equipment configuration	9. Work surfaces too high/low?	<input type="checkbox"/>	<input type="checkbox"/>
	10. Compression/Contact stress (sharp edges)?	<input type="checkbox"/>	<input type="checkbox"/>
	11. Vibration encountered?	<input type="checkbox"/>	<input type="checkbox"/>
	12. Floor surfaces uneven/slippery?	<input type="checkbox"/>	<input type="checkbox"/>
	13. Team lift required/utilized?	<input type="checkbox"/>	<input type="checkbox"/>
Handled Objects	14. Hand/power tools used?	<input type="checkbox"/>	<input type="checkbox"/>
	15. Pinch grip wrist deviation required?	<input type="checkbox"/>	<input type="checkbox"/>
	16. Gloves used (bulky/too small)?	<input type="checkbox"/>	<input type="checkbox"/>
	17. Objects slippery/no handles	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Conditions	18. Temperature extremes	<input type="checkbox"/>	<input type="checkbox"/>
	19. Illumination (dim/bright)	<input type="checkbox"/>	<input type="checkbox"/>
	20. Noise (generally >80 dBA)	<input type="checkbox"/>	<input type="checkbox"/>
Other	21. Comments/concerns?	<input type="checkbox"/>	<input type="checkbox"/>
	22. Employee received awareness training and trained to perform task	<input type="checkbox"/>	<input type="checkbox"/>

# A Sprain/Strain Investigation Checklist

Sprain/Strain Investigation Checklist #	
Evaluation Comments/Explanations	
Risk No.	Explanation/Comment
<b>Definitions/Notes:</b> <b>Risk Factor</b> – Actions in the workplace, workplace conditions, or a combination thereof, that may cause or aggravate a Work Related Musculoskeletal Disorders; examples include forceful exertion, awkward postures, repetitive exertion, and environmental factors such as temperature. <b>Sprain</b> - A stretch and/or tear of a ligament, the fibrous band of connective tissue that joins the end of one bone with another. <b>Strain</b> - A twist, pull and/or tear of a muscle and/or tendon. Tendons are fibrous cords of tissue that attach muscles to bone.	

# April 15<sup>th</sup> Meeting!

“A Business Case For Safety”  
Bob Durkee of OECS Comply

*Lynchburg*

