**Why should I use this ergonomics TBT training guide?**

- Ergonomics training using a TBT format may help with improving leading indicators for injury prevention (e.g. workers’ knowledge, skills, and use of solutions) for reducing the risk of musculoskeletal injuries in construction.

**What is different about these TBTs?**

- They were designed to relate ergonomics information to the crew’s current job.
- They provide a simple format for planning and leading open discussions about ergonomics with the work crew.
- They help with pointing out problems: current injury risks or issues in work tasks that make it hard to do the work.
- They give suggestions for ergonomic solutions: ways to make work tasks easier to do.
- They are based on research with multiple construction trades.

**Who should use this training guide?**

- Safety representatives who conduct worksite safety training. This includes safety managers, foremen, or crew leads.

**Where do I start?**

- Read this guide for TBT instructions and to learn about how the TBTs were developed.
- Review the TBTs and consider how you can fit them to your crew’s work and safety trainings.

**List of Tool Box Talks**

1. Ergonomics in Construction
2. Keep Reach Close
3. Positioning
4. Move Materials With Assist
5. Manual Tools
6. Power Tools

**How were these TBT developed?**

Based on a 3 year ergonomics training study with floor layers, sheet metal workers and carpenters, WU researchers developed TBTs for safety reps to use in their safety efforts. During the construction of a mixed residential building, WU researchers performed a case study of the TBTs with the help of a general contractor’s safety rep, a union carpenter, and a crew of 36 workers.

*Continue reading on page 2 for more information about these Tool Box Talks.*

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How should I plan for the TBTs?

- Begin by reviewing TBT 1, Ergonomics in Construction, to become familiar with the training information.
- Walk the site and take notes for training points that apply to your crew.
  - If possible, take photos of “safe” and “unsafe” examples to share with the crew during the TBT.
- Write down discussion questions to ask the group.
- Plan on preparing for each TBT using this checklist.

When and where should I hold the TBT?

- If possible, give the TBTs as a part of the crew’s regular safety meetings so that ergonomics is included in the safety discussion.
- Try to locate an area with few distractions for gathering the crew.

Who should attend the TBT?

- For a team approach, invite the work crew, site superintendent, project manager and other general contractor and/or subcontractor reps who you feel may be helpful in supporting the training and ergonomics solutions.

What should I bring to the TBT?

- Bring the TBT that you prepared (from the checklist above) with your problem/solution examples and discussion questions.
- Prepare training cards (located on the last page of each TBT) to hand out at the beginning of each talk for workers to follow along.
  - If possible, provide a spring clip or keychain to keep the cards together and remind workers about the talks.
- Remind workers to bring their clip of cards to each TBT.

What were the findings from the TBT case study?

- Ergonomic solutions discussed during the TBTs were used by workers.
- After learning about the results from the case study, the general contractor shared the TBTs company-wide with all of their safety reps for future use.

Safety Rep Feedback

- TBTs were easy to review and prepare 10 minutes before the TBT.
- Able to personalize the talk.
- Felt the information was the right amount and applied to the work.

Worker Feedback

- TBT format was better than their regular safety talks.
- TBTs applied to their job.
- Felt comfortable participating.
- Will recommend the training to others.

What else should I know about these TBTs?

The case study showed these TBTs may potentially:

- Improve the delivery of ergonomics training.
- Help safety reps prepare site specific information.
- Improve open discussion of problems and ergonomic solutions between safety reps and workers.
- Maximize the opportunity for workers to participate during these important safety meetings.

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