

EMPLOYEE TRAINING RECORD

TRAINING TITLE Prevention of Back Injury

KEY TEACHING POINTS

POSTURE

- Use good body posture. Maintain your back's natural curves.

LIFTING

- Lift by holding the load close to the body.
- Use your legs to lift, not your back.

REACHING

- Don't overstretch yourself. Reach only as high as is comfortable for you.
- Use a stool or ladder if you need it.
- When reaching down, support your body with one arm.

WORKING IN A STANDING POSITION

- Place one foot on a low stool to balance your body.
- Keep your knees slightly bent, pelvis tilted forward.

BENDING

- To bend safely, kneel down on one knee.
- Bend your hips and knees and not your back.
- When reaching forward, move your whole body, not just your arms.

SITTING

- Adjust chair height so that the thighs are horizontal and the feet rest comfortably on the floor.
- Maintain straight posture. Slouching puts pressure on the back.
- Adjust chair-desk combination to position the work at elbow height for writing and keying tasks.
- If the desk is too high when the chair is correctly adjusted, raise the chair and use a foot rest to correctly position the feet.

TEST

QUESTION	ANSWERS	
	TRUE	FALSE
1. Use good body posture to prevent back pain.		
2. Lift by holding the load close to the body.		
3. Bend at the waist when picking up stuff off the floor.		
4. Adjust your workstation to meet your needs.		
5. Feet should be on a foot rest and not the floor when sitting.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. True 3. False 4. True 5. False