



December 2018

Dear RETRO Members;

National Highway Traffic Safety Administration's [Stop Risky Driving](https://www.nhtsa.gov/crash/) is going on now. Watch this short video *No Big Deal* <https://www.nhtsa.gov/crash/> and see the perspectives from the firemen, policemen and EMT view of an accident scene.

First topic is: **Drugs/Alcohol** – It's obvious that you wouldn't want to ride in a bus driven by a driver who is under the influence or fly in an airplane piloted by one. We don't often think about the fact that this same level of impairment is affecting an alcohol user or drug user at work.

We might not be entrusting our lives to that person, but we are certainly entrusting our customer relationships, and our productivity, and our employee morale to that impaired person. Here are some recommended web resources:

- [Alcoholics Anonymous](#)
- [National Clearinghouse for Alcohol and Drug information](#)
- [National Institute on Drug Abuse](#)
- [RASI SAFETYTV also has a section on substance abuse](#)

Please review your policies and update them to include alcohol, prescription drug abuse and other drugs.

The second item is: **Pallet Jack Use** – Lately we have been seeing more claims involving pallet jack use and have put together some information for you to review with your employees that use manual or electric pallet jacks. Included in this packet are handouts on:

How to Prevent Pallet Jacks from Causing Injury  
Pallet Jack Rules (employee/supervisor sign off)

There are some great videos on [RASI SAFETYTV](#) on this topic.



Finally, **Awkward Postures** - The Auto Group experiences a larger portion of this type of injury due to the nature of the work being performed, putting this as number three on the most common type of injury.

Awkward posture refers to positions of the body while performing work activities that deviate significantly from the body's 'neutral' position. When you are in an awkward position muscles operate less efficiently and more force must be expended to do the task. Examples of awkward postures would be twisting, bending, and reaching, pulling or lifting. Other instances of awkward posture is working with the hands above the head, elbows above the shoulders, working with the neck or back bent more than 30 degrees without support and without the ability to vary posture.

Before you start any awkward type work, think through the process and look for tools or other ideas to make it so that your body is operating in the most normal position as possible.

Preventative measures and controls:

- Become aware of your posture. Good posture maintains the natural curve of the spine and includes relaxed shoulders that are held slightly back and level, ears in line with the shoulders, chin tucked slightly inward, and pelvis shifted forward to allow the hips to align with the ankles.
- Keep frequently used materials within reach.
- Maintain neutral wrist/arm postures as much as possible.
- Avoid twisting and bending motions. These types of movements can put pressure on the spine's discs.
- Use both hands instead of one to lift or complete tasks.
- Respect your discomfort or pain. Change positions, stretch to ease stiff muscles, take a short break or change tasks.
- Awkward posture often stresses the spine and causes muscle fatigue and pain. A few minutes of walking or stretching will increase circulation and help you feel better and be more productive.

Awkward postures are considered to be ergonomic risk factors because the more you place a body part out of neutral posture, the longer and more frequently you do it, and the more you combine it with other awkward postures (e.g. bending your neck down and twisting your head to the side); the greater your chance of experiencing discomfort and pain, along with putting yourself at risk for injury. Before you start the task, please do a mental 'walk through' that will put you in the least awkward position as you can.

When they designed the vehicle, they only took into consideration the passengers, not necessarily the person who would need to repair it!

Retail Association Services, Inc.



I can also send you other materials for your safety meetings, just contact me at [rick.means@retailassociationservices.com](mailto:rick.means@retailassociationservices.com)

Wishing you all a safe and enjoyable holiday season!

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