



Virginia Mennonite Retirement Community Back Safety Education Program

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Analysis

- In our project it was important to understand the demographic of who our group would be designing this training for.
- For example, the employees of the VMRC will be using computers to complete this education program with our e-learning video designed using Microsoft PowerPoint and Adobe Presenter.
- Needed to come up with clear objectives for the training to meet the expectations of our client and the employees. This was done through a basic needs assessment.



+ Design and Development

- Training is divided into 5 separate modules not including the Introduction, Objectives and Wrap-Up slide.
- Modules include:
 1. Types and Causes of Back Injuries
 2. Proper Lifting Techniques
 3. Proper Use of Dollies and Carts
 4. Personal Protective Equipment
 5. Prevention of Injury



+ Design and Development

- We chose this Module set-up to make it easier for employees to see what specific information they were meant to be learning at any given time during the education program.
- The design of the slides is presented in a way that there is not too much to read on the slide besides the main points.
- Extra information is at the same time being presented by the narrator through audio.
- We chose to include bulleted and numbered lists to more easily identify the primary focus of each slide.
- The objectives slide clearly defines what employees are expected to learn throughout the training.





Overview of Data Collection



- Primary Sources:

- Interview with Josh Ailsworth
- Tour of the VMRC facilities
- 2 meetings at VMRC

- Secondary Sources (provided by Josh):

- Material-Handling Safety, OSHA training (Lesson Plan 5010a)
- Business and Legal Reports: Back Safety (PowerPoint Presentation)
- Business and Legal Reports: Lifting (Employee Handout)
- Business and Legal Reports: Back Safety (Trainer's Guide)
- High School Diploma
- Have a computer lab with presenter
- Need an evaluation

+ Examples

Objectives

- By the end of the training program, you will be able to:
 - 1) Recognize potential safety hazards that could cause an injury.
 - 2) Compare and contrast good and bad techniques for injury prevention.
 - 3) Recall safety tips.
 - 4) Model proper lifting techniques.

+ Examples

Module 2: Proper Techniques

- Size up the load before you lift
- Bend your knees
- Center yourself over the load
- Have a good hand hold
- Lift straight up without twisting or turning
- Walk down a clear path
- Set the load down properly

Now we will explain how to lift, carry, push, and pull certain objects and tools. The first thing that is important to know when lifting items is that you need to "Size up the load before you lift", this means take a second to look at the item you are about to lift and determine an estimated weight for the object.

Once you are ready to lift the item, "Bend your knees" to allow your quad muscles to do the work rather than straining your back. Then "Center yourself over the load" to ensure proper balance before you lift. Once you are in a good balanced stance, ensure that you "have a good hand hold" on the item. You don't want to hold things with a loose grip and you always want to have a firm grip on the object before you lift.

Once you are ready to lift the item, "lift straight up without twisting or turning" and make sure to "walk down a clear path" that does not have a lot of obstacles. Once you arrive at your destination with the object, "set the load down properly" by ensuring that you have a centered balance and use your legs to lower the item.

+ Examples

Module 5: Prevention of Injury

- Simple as maintaining proper posture and conditioning your back
 - maintain the backs natural curves
 - stand straight
 - sit properly
 - stretch properly
 - stay flexible
 - exercise
- Use lifting equipment
- Use team lifting
- Maintain good posture and stand facing the load

+ Examples

Wrap-Up

- Please follow the instructions for the evaluation
- Thank you for participating in this educational program for the Virginia Mennonite Retirement Community!

Injuries in the work place can put employees at risk for health problems in the future. This education has shown how to identify injuries, proper techniques and forms for handling materials, how to properly use a dolly, what types of personal protection equi and how to effectively prevent injury.

Please follow the instructions for the evaluation where you will be given 10 multiple choice and true/false questions to ensure y You may not get more than two questions incorrect.

Thank you for participating in this educational program for the Virginia Mennonite Retirement Community.



Evaluation



1. When lifting a load you should do what?

- a) Just lean in and grab it
- b) Try to carry as much as possible to ensure complete efficiency
- c) Get a good hand hold, center yourself over the load, and lift straight up
- d) Twist your body and jerk it to ensure that you can lift the load off the ground

Answer C

2. When you can you should always?

- a) Push a cart or a dolly when you can
- b) Try to lift loads even if they seem too heavy
- c) Feel strained after a shift
- d) Lift loads over others to make it easier and minimize the amount that you have to lift

Answer A

3. What shouldn't you do when lifting loads?

- a) Split up heavy loads when you can
- b) Twist or turn when lifting loads
- c) Use your legs to lower items
- d) When carrying long loads have two people helping to coordinate their balance

Answer B



Evaluation

4. The following are different types of back injuries except?

- a) Sprains and Strains
- b) Torn ligaments
- c) Ruptured or slipped disks
- d) ACL tear

Answer D

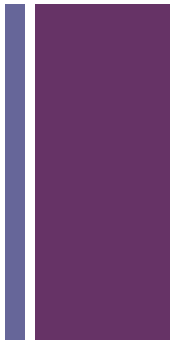
5. True or False: It is easier to pull than to push?

Answer False

6. When moving downhill with a dollie, you should?

- a) Stand in front of the load
- b) Keep the load In front of you
- c) Walk backwards
- d) Let go of the dollie

Answer B



+ Evaluation

7. Gloves are used to protect against all of the following EXCEPT?

- a) Splinters
- b) Rough edges
- c) Wires
- d) Sharp surfaces

Answer C

8. True/False: Foot protection should be worn to avoid needless injuries?

Answer True

9. When lifting a load, I should?

- a) Stand as far away as possible
- b) Bend down with the load and lift using my entire body
- c) Stand close, bend at knees and rise with my knees
- d) Bend over and use my upper body to lift the object

Answer C

10. True/ False: Walking can help reduce back injuries?

Answer True



Recommendations to Client



- May be beneficial to the employees if they are given the Evaluation immediately upon completing the training and then once more after a period of 2-3 weeks to ensure retention of information.
- Using videos in the training could make the program more interactive and interesting for the employees and better demonstrate the various lifting techniques learned.
- New employees would benefit from shadowing a more experienced employee for a period of time.
- Regular reviews of employees would provide motivation and help ensure employee confidence in their work.
- Provide a worksheet checklist to employees that they can visually check off what they have learned and completed.