

Safe Work Practices

R·I·T

Guide to Ergonomics in Retail Grocery Stores



This material was produced under grant number 46B3-HT28 from the Occupational Safety and Health Administration, U.S. Department of Labor. It does not necessarily reflect the views or policies of the U.S. Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. government.

Stocking



When unloading pallets or bringing full cases to shelves:

- Keep cases close to body when lifting or carrying
- Use a cart to move items to shelves
- To minimize reaching, ensure that floor areas are kept clear and free of debris
- If available, use hand jack or scissor lifts to raise pallets to waist height
- Notify manager when wheels of carts need to be maintained
- Use appropriate and well-maintained safety cutters to open boxes
- Replace dull blades or notify manager when blades need replacement

When placing items on shelves:

- Use a step stool to reach items located on high shelves
- Use knee pads when stocking low shelves for extended periods of time
- Use gloves when stocking frozen foods

Produce



When stocking in the produce department:

- Keep boxes of produce close to the body when lifting and carrying
- Use pallet jacks and carts to assist in moving heavy items
- When stocking produce cases, position carts of produce alongside displays to minimize reaching

Meat and Deli



When handling meat and supplies:

- Notify manager when wheels of carts become stuck and in need of maintenance
- Keep large boxes and heavy items close to body when lifting and carrying
- If available, use a step stool to retrieve items from high shelves
- Wear gloves when handling frozen items

When processing meat:

- Grind meat into a small lug and move it to a comfortable work surface for traying
- Avoid continuous grinding and cutting; break up these tasks with other, less strenuous tasks

Keep all grinders, cutters, and other equipment in good repair or notify your manager when maintenance is needed

Bakery



When handling baking raw materials:

- Keep large bags and containers close to body when lifting and carrying
- Use step stools to reach items on high shelves
- Use carts or rolling stands to move heavy items
- Notify manager when wheels of carts become stuck and in need of maintenance
- Whenever possible, use smaller, lightweight containers of raw materials

When preparing baked goods:

- If available, make use of foot-rests or anti-fatigue mats to reduce leg fatigue
- Put buckets of dough on risers to raise them within the "preferred" work zone (see over)
- Work from long side of baking pans and trays to avoid overreaching
- Ensure icing is of correct consistency; icing that is too thick requires more force to squeeze

Front End Operations



Make use of available adjustable features:

- Locate keyboard in "preferred" work zone (see over)
- Adjust checkstand height to match waist height
- Place cash register displays at or slightly below eye level

When scanning:

- Use keyboard to enter code if item fails to scan after second attempt
- Take the time to clean dirty scan plates or report to your manager when scan plates are scratched or not working properly
- Use keyboard to enter quantity of identical products rather than scanning individual items
- If available, use scan cards or scan guns for large or bulky items
- If available use powered conveyor to bring items as close to you as possible to avoid reaching

When bagging:

- If possible adjust height of bag stand so that tops of plastic bags are about elbow level
- Move grocery cart close to your body to avoid extended reaches while loading full bags into cart
- Use carts to carry bags outside the store

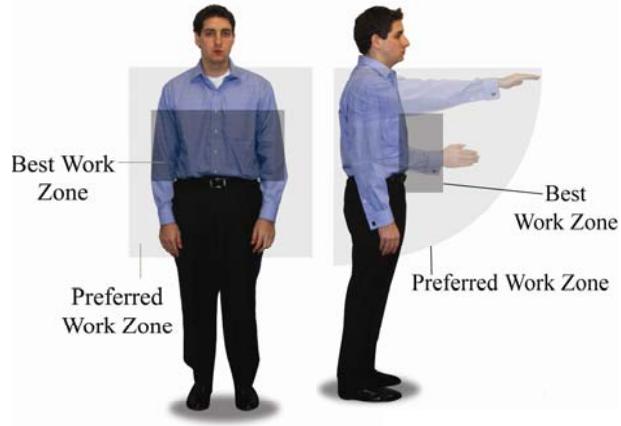


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Work Zones

Keep tasks within your *best and preferred* work zones.



Grasping Objects

When possible, use a power grip (left) rather than a pinch grip (right). Power grip requires less muscle exertion than pinch grip.



OK



Avoid

Two hands are better than one. For heavier objects, use a two-hand power grip (left) rather than one-hand (right).



OK



Avoid

Postures to Avoid

Avoid twisting and bending the back.



OK



Avoid

Try to keep a neutral wrist.



OK



Avoid

Avoid shrugging your shoulders.



OK

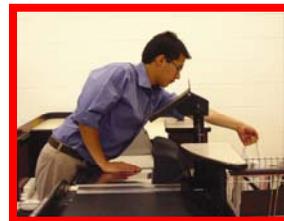


Avoid

Avoid leaning against objects.



Avoid



Avoid

Poor Lifting Practices

- Bending at the waist
- Twisting to place or lift the load
- Extending arms when placing load
- Reaching over items to place or lift the load
- Reaching across the body to place or lift the load
- Placing or lifting items overhead



Avoid



Avoid



Avoid

Good Lifting Practices

- Keep loads close to body
- Turn feet rather than torso
- Use leg muscles rather than back
- Inspect weight of items to prepare for heavy lifts
- Use a dolly, cart, or help from another employee to handle heavy or bulky items



OK



OK



OK