



Recycled Materials
Association

Eyes on Safety MSD Prevention Challenge Checklist

Facility: _____ Date: _____

Discussion Leader: _____ Completed by: _____

Instructions

Use OSHA's "Eyes on Safety" framework to conduct a workplace discussion focused on Musculoskeletal Disorder (MSD) prevention. **Hold this meeting in a high-traffic work area where you can observe and point to actual examples as you discuss.**

IMPORTANT: Ensure the work area is shut down or under "all stop" during your discussion for safety.

Total time: 15 minutes

1. LIFTING & MATERIAL HANDLING HAZARDS (4 *minutes*)

Discussion Questions:

- ☐ **Heavy lifting tasks** - Looking around us, what materials do we regularly lift that might be too heavy for one person?
- ☐ **Awkward lifting positions** - What examples can we see of having to lift from floor level, overhead, or in tight spaces?
- ☐ **Team lifting procedures** - Do we have clear guidelines for when to get help or use equipment?
- ☐ **Lifting aids available** - What equipment do we see that could help (dollies, forklifts, conveyor systems)?



Team Assessment:

✓ = We handle this well

? = We're not sure/need to improve

X = This is a problem area

Notes/Areas for improvement:

2. REPETITIVE MOTION & SORTING HAZARDS (4 minutes)

Discussion Questions:

- ☐ **Sorting station setup** - Looking at our work areas, are they set up to minimize reaching and bending?
- ☐ **Repetitive motions** - What tasks can we observe that involve doing the same motion over and over?
- ☐ **Awkward working positions** - Where do we see people having to work in uncomfortable positions?

Team Assessment:

✓ = We handle this well

? = We're not sure/need to improve

X = This is a problem area

Notes/Areas for improvement:



3. SLIP, TRIP & FALL PREVENTION (*4 minutes*)



Discussion Questions:

- ☐ **Walking surfaces** - Looking around, where do we see spilled liquids, loose materials, or uneven surfaces?
- ☐ **Housekeeping practices** - What examples do we see of areas that need cleaning or organization?
- ☐ **Lighting adequacy** - Are there areas we can see that are too dark to spot hazards clearly?

Team Assessment:

✓ = We handle this well

? = We're not sure/need to improve

X = This is a problem area

Notes/Areas for improvement:

4. WORK HEIGHT & POSTURE (*3 minutes*)

Discussion Questions:



- ☐ **Work height comfort** - Looking at our work stations, are people working at comfortable heights or constantly bending/reaching?
- ☐ **Sustained awkward postures** - What tasks can we observe where people get stuck in uncomfortable positions?
- ☐ **Workspace layout** - Are our work areas organized to minimize unnecessary bending and reaching?

Team Assessment:

✓ = We handle this well

? = We're not sure/need to improve

X = This is a problem area

Notes/Areas for improvement:

5. PRIORITIZE FINDINGS (*2 minutes*)

Based on your discussion, identify your biggest MSD concerns:

Immediate Attention Needed (X items):

- 1.
- 2.

Need to Improve/Investigate (? items):

- 1.
- 2.



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Working Well (✓ items worth celebrating):

- 1.
- 2.

6. ASSIGN FOLLOW-UP ACTIONS (*2 minutes*)

Immediate Actions (This Week): ☐

Who: _____ **By When:** _____

Training or Education Needed: ☐

Who: _____ **By When:** _____

Equipment or Setup Changes: ☐

Who: _____ **By When:** _____

7. MSD PREVENTION REMINDERS

Key Points to Remember:

- MSDs affect muscles, nerves, tendons, ligaments and joints
- Most MSDs develop over time from repeated exposure to risk factors
- Common causes include lifting, bending, reaching, repetitive motions, and awkward postures
- Early reporting of symptoms helps prevent serious injuries
- In waste/recycling, MSDs account for about one-third of all reported injuries

Best Practices:

- Get help with heavy or awkward loads
- Keep frequently used items within easy reach



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- Vary your tasks when possible
- Use proper lifting techniques
- Report discomfort early, before it becomes an injury

Discussion Leader Signature: _____

Date: _____

Manager Review: _____ **Date:** _____