



The Rockwood Casualty Loss Control Team would like to share monthly tips on safety subjects starting this January 2023. This month's topic is seatbelts.



## SEATBELTS

Use the attached seatbelt toolbox talks, posters and policies to supplement your workplace's safety training needs.



When used correctly, wearing a **seat belt reduces** the risk of fatal **injury** to front **seat** passenger car occupants by 45% and truck occupants by 61%, and risk of moderate-to-critical **injury** by 50%. For those riding in the rear of vans and sport-utility vehicles (SUVs) during a car crash, rear **seat belts** are 73% better at preventing fatalities.



Seatbelt use **INCLUDES** forklifts, off road equipment, heavy equipment, trucks, etc.



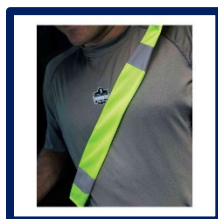
Workplaces should **IMPLEMENT** and **ENFORCE** a **ZERO TOLERANCE POLICY** for employee seatbelt use. Attached is a sample policy you can implement today.



Regularly inspect all components of the seatbelt.



65% of fatal accidents with **NO SEATBELT** use occur under 60MPH.



Rockwood Casualty is offering complementary high visibility seatbelt covers to our insured to assist in enforcement of seatbelt use by employees. They can easily be seen from the outside for quick recognition of seatbelt usage. Please contact [safetysolutions@rockwoodcasualty.com](mailto:safetysolutions@rockwoodcasualty.com) for more information.

1. **Seatbelts provide safety to everyone in the vehicle and other motorists.**  
*Seat belts save lives!* This fact has been proven through countless studies and research, even if you have an older model vehicle without airbags.
2. **Seatbelts keep you in place during impacts.**  
The seat belt keeps you in your seat and not thrown through the windshield or thrown loose in the vehicle. G-forces created during impacts place great strain on the body and result in more serious injuries when seat belts are not worn.
3. **Seatbelts are designed to work with your airbags.**  
Airbags are designed to help keep you in place, along with your seat belt. If you are not wearing it, then the airbag system is ineffective.
4. **Wearing seatbelts keep you from receiving a fine.**  
State laws require seatbelt use. If you are caught not wearing one, you could be issued a traffic ticket, be required to pay a fine and end up with the violation on your driving record.
5. **Seatbelts reduce the risks of serious injuries and death on the job.**  
The leading cause of death on the job is vehicle-related accidents. You could be terminated from employment for not wearing a seatbelt for work-related driving.
6. **Usage affects auto insurance rates.**  
If you refuse to wear your seat belt and receive traffic tickets for it, at renewal time your auto insurance rates could skyrocket because you are considered a high-risk driver—or your policy could even be canceled.



# Toolbox Safety Talks

## Adjusting Your Seat for Driving

- 1) What are the benefits of having an optimal seating position?
  - a. Increase driver comfort.
  - b. Decrease strain on various body parts.
  - c. Increase safety in the event of a vehicle accident.
  - d. Optimize visibility of the vehicle controls and the road.
- 2) How do we optimally adjust a vehicles seat?
  - a. Step 1: Using the forward and reverse seat controls, adjust your seat so that your knees are slightly bent. There should be a two-finger gap between the back of your knee and the seat.
  - b. Step 2: Raise the seat up until your hips are level with your knees.
  - c. Step 3: Adjust the backrest so that your back is at a 100 degree angle.
  - d. Step 4: Adjust the headrest so that it is centered with the back of your head.
  - e. Step 5: Adjust the lumbar support control so that it fits in the curve of your lower back.
- 3) How to optimally sit in your seat?
  - a. Sit with your body the whole way back in your seat
  - b. Hold the steering wheel in the "9 and 3" position. Driving with two hands is safer and causes less strain on the spine.
  - c. Keep your left foot on the footrest as much as possible. This helps minimize strain on the back and pelvis.
  - d. Adjust the seat belt so that it wraps around your pelvis area and not your stomach. This will ensure the most protection in the event of an accident.
- 4) How often should you take a break during a long stretch of driving?
  - a. The rule of thumb is to take 15 minutes for every two hours on the road.
- 5) During your break, what should you do?
  - a. Take a power walk
  - b. Stretch out your neck, back, shoulders, arms, hips and legs.
  - c. Rotate your eyes in a clockwise and counterclockwise motion.
- 6) Has anyone experienced fatigue and back pain while driving?
- 7) Does anyone have any additional suggestions?



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# Toolbox Safety Talks

## Adjusting Your Seat for Driving

Date Presented: \_\_\_\_\_

Presented By: \_\_\_\_\_

### Attendance Sheet




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## **(COMPANY NAME) CORPORATE SAFETY BELT STATEMENT**

(Company Name) recognizes that safety belt use helps to protect our employees, reduce injuries, and control operating costs. Studies show conclusively that failure to use safety belts (lap and shoulder belts) results in increased deaths and injuries. Reducing these costly injuries and deaths protects our employees and can strengthen our effectiveness as a company. Moreover, safety belt use in commercial motor vehicles is required by Federal law. As of January 2006, safety belt use is also the law in 49 states, the District of Columbia, and Puerto Rico. Therefore, we are implementing the following policy:

Safety belts must be used at all times while driving or riding in any company vehicle on company or personal business, or in any other vehicle while on official company business. For sleeper berths, occupant restraint systems installed by the manufacturer must be used, whether the system is at the entry point of the berth or incorporated as a belt-type restraint within the berth itself. This policy applies to all employees and all occupants of vehicles driven by employees on official business, whether in company-owned vehicles (including trucks), rented vehicles, or employees' personal vehicles.

### **RESPONSIBILITIES**

All personnel will be held accountable for using safety belts. All personnel will sign a pledge to use safety belts and to acknowledge that they will be held accountable for compliance. Non-compliance may result in disciplinary action up to and including discharge.

Top management: (Company Name) will ensure that safety belt use programs are established, implemented and maintained. All managers and supervisors will set an example for others by always wearing safety belts and requiring use of safety belts.

Line Management: Supervisors and managers are responsible for ensuring that drivers of vehicles:

- 1) Receive initial and follow-up safety belt training and periodic reminders to use safety belts; and
- 2) Regularly inspect their vehicle's safety belts to ensure that they are in good working order. Safety belt use shall be enforced in the same manner as other work rules. Those who violate this policy will be held accountable with disciplinary action up to and including discharge.

Drivers: The driver of the vehicle is responsible for enforcing safety belt use of all occupants. The ranking occupant, if other than the driver, shares this responsibility.

### **Driver Training**

All drivers and line managers will undergo safety belt use training that includes information about wearing lap and shoulder belts. The initial instruction, which will be part of employee orientation and driver training, will include information about the importance of and reasons for using safety belts. Participants will be required to sign a pledge to use them. The training may be supplemented by personal counseling, toolbox talks, distribution of posters and/or stickers, simple reminders by

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dispatchers at terminals, watching a Training Network Now safety video, and other methods.

Enforcement and Evaluation

Safety belt use shall be enforced in the same manner, and with the same consequences, as other work rules. Disciplinary actions may range from (XXX) for a first offense to (YYY) for chronic offenders. Managers will be asked to evaluate the safety belt use in their department annually. An evaluation of each employee's safety belt use will also be incorporated into performance appraisals. Inadequate seatbelt use by employees may also result in cancellation of (Company Name)'s Workers' Compensation policy.

I, (Employee Name), have received a copy of (Company Name) safety belt policy. I have read the company policy and have had the opportunity to ask questions. I fully understand the company's penalty for violation of this policy.

I hereby pledge that I will use safety belts whenever driving or riding in a company vehicle or in any other vehicle when on company business.

I also pledge that passengers of vehicles that I am driving will wear safety belts.

\_\_\_\_\_ [Signature of Employee] \_\_\_\_\_ [Date]

\_\_\_\_\_ [Signature of Supervisor] \_\_\_\_\_ [Date]

cc: Driver Qualification File









# Toolbox Safety Talks

## Seat Belts

- 1) What are the hazards involved with not wearing a seat belt?
  - a. Not wearing a seatbelt will result in a more severe injury during a vehicle or equipment accident
- 2) What hazards do you look for when looking at a seat belt?
  - a. Is the belt torn?
  - b. Is the belt dry rotted?
  - c. Is the belt attached securely to the vehicle or equipment?
  - d. Does the buckle work?
  - e. Is the belt missing or rolled up and stuffed in the seat somewhere?
- 3) What safe practices should be used when using seat belts?
  - a. Always wear your seatbelt
  - b. Report damaged or missing seatbelts immediately
  - c. Inspect the seat belt, anchors, and webbing every day as part of your pre-shift inspection
  - d. Ride it out. People often die trying to jump clear of a falling, tipping, or run away vehicle or piece of equipment
- 4) Has anyone here been in a vehicle or equipment accident? Were you wearing your seat belt?
- 5) Do we have any vehicles or equipment with seatbelts that are uncomfortable, worn, cut, broken, or missing?
- 6) What is our procedure for reporting seat belt problems?
- 7) Whose job is it to repair or replace a seat belt?
- 8) Why should you not jump from a rolling or sliding piece of machinery?



# Toolbox Safety Talks

## Seat Belts

**Make Time for Safety, Everyday!** – Yes, production is important, *but the focus must be on **Safe Production!*** Keep that in the back of your mind. Don't take risky chances and stay out of harm's way. Nobody goes to work thinking *'I'm going to get hurt or killed on the job today!'* But every day 15,000-17,000 workers suffer disabling injuries on the job and another 11-17 are killed. ***What are you doing to make sure it doesn't happen on your shift?***

***Keep stoking the fire; we can't let the 'Safety Train' run out of steam!***

**Date Presented:** \_\_\_\_\_

**Presented By:** \_\_\_\_\_

### Attendance Sheet




# Toolbox Safety Talks

## Stretches for Drivers

After driving for long periods of time, your body stiffens and your blood flow slows. This can lead to serious medical conditions like blood clots and muscle strains. Stretching will help you avoid those problems.

Benefits of stretching:

- Reduces muscle tension and makes the whole body feel flexible.
- Prevents injuries.
- Enhances muscular coordination.
- Increases the temperature of the muscles, which optimizes their performance.
- Increases the circulation of the blood to various parts of the body.

A good stretch needs to be held for 20-30 seconds for each muscle group.

Do the stretches without any bouncy movements.

Keep breathing rhythmic, slow and under control. Do not hold your breath during stretch exercises.



### 1. NECK ROTATION

Reaching over your head, grab the opposite ear and gently pull it towards the shoulder doing the reaching. This should relieve neck tension and upper shoulder tightness. Repeat with your opposite arm.



### 2. SHOULDER PULL

With one arm straight across your chest, use your other arm to pull the first arm towards your chest. This will stretch your shoulder and triceps. Repeat with your opposite arm.



### 3. BACK BEND

Stand with your feet slightly apart and knees slightly bent. Place your hands on your hips and lean backward slightly (not too far). Stay in this position for a few second then relax.



### 4. ARM ROTATION

Standing beside your vehicle place one palm, with fingers pointed up, against the side of your vehicle. With your arm extended and slightly bent, rotate your body away from the vehicle. You will

feel the stretch in your arms and chest. Repeat with the opposite arm.



### 5. WRIST BEND

Bracing your fingers on the steering wheel, bend your wrists forward and backward—stretching your wrists and bringing life to your forearms. For an even deeper stretch, try lightly bending back each individual finger.



### 6. CLASSIC LUNGE

With toes pointing in the same direction, take a large step forward with one leg. Bend your front leg at the knee and slowly sink your body down until comfortable, making sure not to let the front knee go beyond the front toes. Repeat, slowly, with the other leg or try a walking lunge. For balance, try keeping your hands on your hips.



### 7. CHEST PULL

Pressing both hands on your upper chest, bring your chin upwards and gently move your head away from your hands. You should feel a stretch in your upper chest and neck.



### 8. CLASSIC QUAD STRETCH

Standing on one slightly bent leg, reach behind yourself to grab your raised leg—just above your ankle—and pull your heel towards the center of your glutes. Hold and repeat with your opposite



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# Toolbox Safety Talks

## Stretches for Drivers

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Presented By: \_\_\_\_\_

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# Toolbox Safety Talks

## Vehicle Breakdown

- 1) What are the hazards involved with vehicle breakdowns?
  - a. Getting stuck-by another vehicle is the greatest hazard in the event of a vehicle breakdown.
  - b. Slips/Tips/Falls
  - c. Hazards resulting from attempting to fix the vehicle alone and without proper equipment/PPE.
  - d. Vehicle rollovers when attempting to pull the vehicle off the roadway.
- 2) What hazards should be recognized?
  - a. Visibility
  - b. Time of Day
  - c. Weather Conditions
  - d. Type of Roadway (2-Lane, 4-Lane, etc.)
  - e. Position of Breakdown (Where Did Your Vehicle Breakdown)
- 3) What safe practices should be used?
  - a. Attempt to safely pull off in an area where the vehicle is off the roadway as much as possible.
  - b. Turn on four-ways, headlights and ensure your vehicle is as visible as possible.
  - c. Call for roadside assistance and notify somebody that you broke down.
  - d. Stay in the vehicle unless it's absolutely necessary to exit. Wait for help to arrive.
  - e. In the event of exiting the vehicle, always exit on the side away from traffic
  - f. Position emergency triangles in an appropriate manner to ensure they are as visible as possible and to give traffic adequate time to merge over (if possible).
  - g. Be patient and wait for help to arrive.
- 4) Who all has broken down before? Explain what you did.
- 5) What is the company's procedure for handling vehicle breakdowns?
- 6) Is there a copy of the fleet's roadside assistance or accident policy in the vehicle at all times?

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# Toolbox Safety Talks

## Vehicle Breakdown

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## **SAMPLE CORPORATE SAFETY BELT STATEMENT**

(Sample)

This company (Company Name) recognizes that safety belt use helps to protect our employees, reduce injuries, and control operating costs. Studies show conclusively that failure to use safety belts (lap and shoulder belts) results in increased deaths and injuries. Reducing these costly injuries and deaths protects our employees and can strengthen our effectiveness as a company. Moreover, safety belt use in commercial motor vehicles is required by Federal law. As of January 2006, safety belt use is also the law in 49 states, the District of Columbia, and Puerto Rico. Therefore, we are implementing the following policy:

Safety belts must be used at all times while driving or riding in any company vehicle on company or personal business, or in any other vehicle while on official company business. For sleeper berths, occupant restraint systems installed by the manufacturer must be used, whether the system is at the entry point of the berth or incorporated as a belt-type restraint within the berth itself. This policy applies to all employees and all occupants of vehicles driven by employees on official business, whether in company-owned vehicles (including trucks), rented vehicles, or employees' personal vehicles.

### **Responsibilities**

All personnel will be held accountable for using safety belts. All personnel will sign a pledge to use safety belts and to acknowledge that they will be held accountable for compliance. Non-compliance may result in disciplinary action up to and including discharge.

Top management will ensure that safety belt use programs are established, implemented, and maintained. All managers and supervisors will set an example for others by always wearing safety belts and requiring use of safety belts.

Line Management: Supervisors and managers are responsible for ensuring that drivers of large trucks 1) receive initial and follow-up safety belt training and periodic reminders to use safety belts; and

2) regularly inspect their vehicle's safety belts to ensure that they are in good working order. Safety belt use shall be enforced in the same manner as other work rules. Those who violate this policy will be held accountable. Supervisors and managers must set an example by always using safety belts, whenever they operate a vehicle, including while in terminals

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and for short distances.

Drivers: The driver of the vehicle is responsible for enforcing safety belt use of all occupants. The ranking occupant, if other than the driver, shares this responsibility.

#### Driver Training

All drivers and line managers will undergo safety belt use training that includes information about wearing lap and shoulder belts. The initial instruction, which will be part of employee orientation and driver training, will include information about the importance of and reasons for using safety belts. Participants will be required to sign a pledge to use them. The training may be supplemented by personal counseling, pep talks, distribution of posters, simple reminders by dispatchers at terminals, and other methods.

#### Enforcement and Evaluation

Safety belt use shall be enforced in the same manner, and with the same consequences, as other work rules. Disciplinary actions may range from (XXX) for a first offense to (YYY) for chronic offenders. Managers will be asked to evaluate the safety belt use in their department or at their terminal and to submit a report every 6 months. An evaluation of each employee's safety belt use will also be incorporated into performance appraisals.

I, (Employee Name), have received a copy of (Company Name) safety belt policy. I have read the company policy and have had the opportunity to ask questions. I fully understand the company's penalty for violation of this policy.

I hereby pledge that I will use safety belts whenever driving or riding in a company vehicle or in any other vehicle when on company business.

I also pledge that passengers of vehicles that I am driving will wear safety belts.

\_\_\_\_\_ [Signature of Employee] [Date]

\_\_\_\_\_ [Signature of Supervisor] [Date]

cc: Driver Qualification File



# WHAT IS THE PROPER WAY TO WEAR A SEAT BELT?

## Twisted Seat Belts



**A – Twisted.**

## Badly Positioned Seat Belts



**B – Too high on lap.  
C – Too close to neck.**

## Incorrectly Fitted Seat Belts



**D – Under arm or  
behind back.**

## Correctly Fitted Seat Belts



**E – At shoulder.  
F – Low across stomach.**