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Dear Beverage Distribution Company:

In an effort to proactively assist you and others in the business community, the Indiana Department of Labor is alerting you to information that may be helpful to enhance the protection of the safety and health of your workers. Specifically, recent OSHA inspection activity at some beverage distribution operations along with the U.S. Bureau of Labor Statistics¹ data indicate the beverage distribution workers have a significantly higher rate of musculoskeletal injuries than workers in most other industries. Typical beverage delivery activities often involve forceful exertions, repetitive motions and awkward postures for prolonged durations which can cause serious injuries of the back, shoulders, arms, wrists, hands and legs.

IOSHA is not undertaking an enforcement initiative. Rather, in an effort to support your efforts at preventing these injuries, we are offering some resources to address these hazards. The Center for Disease Control and Prevention, National Institute for Occupational Safety and Health (NIOSH) has published "*Ergonomic Intervention for the Soft Drink Beverage Delivery Industry.*" This reference is available at www.cdc.gov/niosh/96-109.html. This publication can help you to take steps to eliminate or reduce potentially serious injuries, which cost you and your employees in tangible and intangible ways.

While there is no ergonomics standard enforced by IOSHA, keeping your employees healthy is just good business. As indicated by NIOSH, a comprehensive ergonomic program designed to eliminate or reduce musculoskeletal injuries should include the following elements:

- 1) Beverage delivery task analysis and customer site evaluations to determine whether ergonomic hazards are present.
- 2) Worker and management site specific ergonomics training to ensure workers and managers are aware of ergonomic hazards and control methods.
- 3) Hazard control - reduce ergonomic hazards causing musculoskeletal injuries using:
 - a. Engineering Controls:
 - i. Delivery vehicle pull-out step-on platforms, exterior grab handles on all bays and drop down bay shelves.
 - ii. Appropriate delivery equipment such as hand trucks, stair climbers, conveyors and hoists and light weight plastic pallets.
 - iii. Product modifications such as optimizing beverage packaging and contents to reduce package weight and improve grip.
 - b. Administrative controls:

Repair and maintenance programs for vehicles and equipment utilized by delivery drivers.

¹ *Nonfatal Occupational Injuries and Illnesses Requiring Days Away From Work, 2009*; available online at www.bls.gov/news.release/osh2.nr0.htm.

- c. Work organization controls:
 - Pre-planned unloading for the driver route, including route specific loading diagrams to reduce multiple manual product handling.
- 4) Ergonomic program evaluation to determine if the ongoing process is effective:
 - a. Evaluation and trending of the injury logs to ensure reduction in the incidence and severity rates of musculoskeletal disorders.
 - b. Worker feedback on the effectiveness of controls.

In addition to the NIOSH publication, there are various other resources available to help you evaluate and control the hazards of your particular worksite. The Indiana Department of Labor offers the services of INSafe, which provides free and confidential technical advice, as well as onsite consultation services. We can help you identify and find effective solutions for eliminating or controlling ergonomic hazards as well as other job hazards. We can work with your company as broadly or narrowly as you choose. You can reach INSafe by e-mail at insafe@dol.in.gov or by phone at (317) 232-2688. To request an onsite consultation visit, please complete and submit the online form found at www.in.gov/dol/insafeconsultation.

Best wishes for a more prosperous 2011, with all our Hoosier workers safe and sound.

Sincerely,

Michelle Ellison

Michelle Ellison
Director, INSafe

You are in receipt of this letter because Dun and Bradstreet (D&B) has your company classified in one of the following codes: North American Industry Classification System (NAICS) 312111 - Soft Drink Manufacturing; NAICS 424810 - Beer and Ale Merchant Wholesalers; NAICS 424820 - Wine and Distilled Alcoholic Beverage Merchant Wholesalers; or D&B Standard Industrial Classification (SIC) 51490504 - Soft Drink Distribution.