

3M Cottage Grove *Megaphone*



Megaphone
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its employees.

Offices are located at
Cottage Grove,
Minnesota

Extraordinary Efforts— FC-98!

A sincere thanks to the Performance Chemicals team – SMMD for meeting the FC-98 production goal. FC-98 is a fluorochemical surfactant used as a wetting and foaming agent in acidic solutions where conventional surfactants are destroyed. Typical applications include chrome plating baths, conversion coatings, and etchants. Exxon and Solutia are the main customers for this product. Cottage Grove and Cordova production

of FC-98 for 2001 was more than 17,000 lbs. This represents nearly a 4-fold increase over historical levels. Because of its high selling price per pound even relatively small production volumes are significant 3M sales. As noted by Jerry Walker, SMMD General Manager, “This was a critical accomplishment at an extremely important time for Performance Materials and 3M. Thanks for the fine effort.”

Those receiving special recognition include:

Bldg 25 Operators -

Greg Stewart, Judy Ryan, Jeff Wilkens and Liz Beach

Bldg 15 Operators -

Dan Brookshaw, Dan Wolff, Paul Magnan, Joe Johnson, Jeff Smith, Brad Wenzel, Jim Gruber, Les Hudson, Joe Walter, Theresa LaMora, Pat Duffy, Jamie Krubsack, Mike Fiedler, Kevin Brown, John Cernohous, Dan Fox, Chris McPhail, Nora Whitmore, Scan Vasquez, Steve Winberg, Steve Ritt, Julie Powers, Jesse Thurmes, Candy Mercord, Steve Schommer and Shawn Schoenberger

Administrative -

Eric Hatch, Gary Meier, Rick Stern, Steve Kosch, Dan Masog, Dean Graham, Lynn Running, Mike Rogers, Pam Gotz, Rick Pechacek, Robert Lewis and Leif Owens

Congratulations!

**Exhibit
1822**

State of Minnesota v. 3M Co.,
Court File No. 27-CV-10-28862

3MA00064713

3M - A Gold Medal Company

February 2002 is a great time for those who love sports. There is the Super Bowl, the major golf tournaments are starting and the Winter Olympics are playing in Salt Lake City.

Most of the folks at Cottage Grove probably aren't as interested in the Super Bowl as they would be if either the Packers or the Vikings were playing. Although, the loyal Packer fans know that next year is the year we'll go "all the way". By the time you read this the Super Bowl will be over and probably forgotten.

The Winter Olympics is a forum where the best athletes in the world have a chance to display their skills. To compete head to head with other athletes of the same skill levels. These athletes have earned their place on their teams by being the best from their country. They truly exhibit the qualities of excellence.

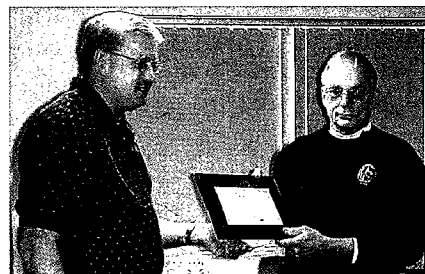
The seeds of excellence were planted and nourished in these young competitors by their par-

ents, teachers and coaches. The fact that these seeds have grown and flourished will be seen as the best athletes overcome challenges, adversity and difficulty to earn Olympic Gold.

3M is a company that is like the Olympics. We compete head to head with the best companies in the world. None of these companies have achieved their greatness by accident or without difficulty.

The seeds of excellence have been sown and have flourished in the people of 3M. Whether you are in sales, a lab technician, a production operator, a mechanic or any other position at 3M, you have the opportunity to achieve excellence. We all have the opportunity to push and pull our company through challenge, adversity and difficulty to keep 3M a Gold Medal company.

— Tom Huber, Abrasives
Building 112



Leon Johnson congratulating Bill.



Bill and his family.

Congratulations Bill Fischer

Congratulations to Bill Fischer, Plant Engineering pipefitter. Family, friends, and co-workers congratulated Bill at his coffee party as he celebrated his 25 year service anniversary on January 14th. Bill has had various crew and shift assignments with the current and longest running being bldg. 17 maintenance shop.

Safety has been one of Bill's items of importance and he has been very helpful with his involvement through suggestions and concerns, helping make the Cottage Grove site a safer work place. Bill has also held various offices and committee participation through PACE and is currently the Treasurer. Please join us in congratulating Bill on this milestone.

Bob Schaar Retires

Bob Schaar retired effective, January 1, 2002 with over 40 years of service. During this time Bob held many positions in the Chemical Division and Magnetic Oxide operations and spent the last three years in building 112.

Congratulations Bob and happy snowmobiling.

Congratulations Jeff Duvlea and Bruce Hemmingson

In January 2002 Jeff Duvlea and Bruce Hemmingson celebrated 30 years of service with 3M at coffee parties held in their honor.

On January 13, 1972 Jeff began his career at the Wastewater Treatment plant in Cottage Grove and has spent his entire 30 years in this location. Bruce began his career January 25, 1972 at the Corporate Incinerator in Cottage Grove. After two and one-half years he transferred to the Wastewater Treatment plant and is currently at that location. Jeff and Bruce are two of the five operators who have the responsibility of keeping the Cottage Grove site in compliance.

Congratulations Jeff and Bruce on your years of service to 3M.



Stoney and his family.



Stoney and Officer Veid Muiznieks.

Marvin "Stoney" Stonecipher Retires

It's not every day that we have a warrant served and an employee handcuffed by a police officer during his retirement party, all in good fun. But it is not every day that Marvin "Stoney" Stonecipher retires after 26 years of dedicated and loyal service to 3M Cottage Grove. Stoney started his career at 3M as fireman in the boiler house, and quickly progressed up to supervisor within 3 years. Stoney is known for being an ambassador of "good will" on site, and in his community activities – including many years of service and involvement with the Boy Scouts.

A large number of people were present in the 116 cafeteria to see Stoney off on his journey into retirement, including his children, grandchildren and personal friends. Several people took the opportunity to "toast" Stoney, and he expressed surprise that no one took the opportunity to "roast" him. Besides the visit of Newport police officer and St. Paul Park Councilmember, Veid Muiznieks, who eventually found the key to the handcuffs and proclaimed Stoney to be a model of community involvement. Many others saluted Stoney including a heartfelt poem and message from former CG Site director Clair Murphy, who said he was impressed with Stoney's consistently positive attitude and great ability to work with and bring out the best in people.

Stoney thanked everyone at 3M and the Cottage Grove site, particularly the great crews at the former Site boilerhouse and Waste Water Treatment where Stoney spend many years working and supervising.

We all wish Stoney well on his retirement and his plans to remain active in community and volunteerism, and his many planned travels across the US.



(L to R) Mark Bonney presents Sterling a gift from coworkers.

Sterling Boatman Retires

An informal coffee party was held in building 70 on January 31 for Sterling Boatman. Sterling has decided to leave 3M after 17 years, all at the Cottage Grove site. He started at the site in 1984 as a

Chemical Operator, came to the PDC in 1986 as a Technician and became the Planner for the Building 70 in 1992. Sterling will be missed by everyone in the PDC and we all wish him the best.

Announcements & Anniversaries



Terry is joined by members of her family: Granddaughter Hannah Witzig, Daughter Brenda Witzig and John.



(L to R) Terry receives her certificate from Julie Wilkins, Logistics Manager.

Terry Bricher Retires

Terry Bricher, Production Control Analyst – SMMD, celebrated 30 years of service with 3M on January 20. Terry also planned to retire effective February 1. Family, friends and co-workers joined her for a dual celebration to thank Terry for her years of service and to wish her a long, healthy retirement.

Terry initially started with 3M in 1964 as an engineering clerk. Later the same year she left to care for her children and returned to 3M in 1972 as a production control clerk. She remained in the same group throughout the years and advanced to her most recent assignment.

At a reception held on Monday, January 28 in Bldg 70 cafeteria, stories of Terry were shared by friends and co-workers. Terry, being a devoted Elvis fan, was touched as “The King” himself crashed her party. Immediate retirement plans for Terry include a trip to Italy!

Good luck and best wishes Terry. Happy Retirement!

Service Anniversaries

NAME	YEARS	SERVICE CREDIT DATE	YEAR
Gayle L. Carlin	15	February 24	1987
Mary K. Conroy	15	February 16	1987
Ronald H. Krienke	20	February 15	1982
Judith R. Larson	30	February 28	1972
Ralph E. Palo	15	February 23	1987
James H. Turvaville	35	February 16	1967
Mary A. Wilson	20	February 19	1982

Sympathies to the following:

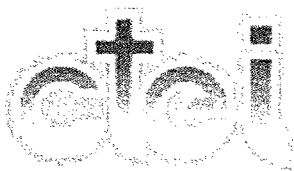
- Jack Ness – Mother
- Dave Keller – Father
- Keith Keller – Grandfather



**Congratulations
Shari Puckett**



A couple months ago SMMD Cottage Grove announced their nominations for 2000 - 2001 Pyramid of Excellence Award. We are pleased to announce that Shari Puckett, Training Administrator for Specialty Additives, has been named a business unit level awardee for Specialty Materials Markets. Shari and other business unit level award winners will be the guests of honor at a celebration banquet scheduled for April. This honor qualifies Shari for the corporate level award to be announced later this year. Congratulations, Shari!



The PDC North Wing Team:
Mark Johnson, Larry Johnson,
Scott Mailand, Wayne Likes,
Sam Kirk, Fred Barry, Glen Tipton,
& PDC Cell Engineer Tom Herzberg.

3M Circle of Technical Excellence and Innovation

Numerous Process Development Center personnel were recently the recipients of the 2001 SMMD Laboratory Circle of Technical Excellence and Innovation Award. The annual CTE&I awards identify and recognize exceptional individuals/teams whose achievements set the standard for 3M technical excellence worldwide.

Nancy Chapman was the SMMD Laboratory recipient in the category of Excellence & Innovation in Administrative Services or Tech-

nical Support. Nancy is a planner in the PDC and this recognition deservedly recognizes her regular contributions to the multitude of chemical projects related to business growth opportunities for the many divisions that she significantly assists by expertly coordinating and/or expediting logistical matters thereby enabling timely process development in the PDC.

The SMMD Laboratory recipients of the Excellence & Innovation in Team-Driven Technical Achievement was the PDC North Wing Team consisting of PDC technicians Mark Johnson, Larry Johnson Scott Mailand, Wayne Likes, Sam Kirk, Fred Berry, Glen Tipton, and PDC Cell Engineer Tom Herzberg. This group was recognized for their cumulative efforts in 2001 involving the rapid and safe process development of numerous ECF based products for Performance Materials Division and Dyneon.



Nancy Chapman

Club Announcements

3M Club Cottage Grove 2002 Calendar of Events

<p>JANUARY Scotch Doubles Bowling</p>	<p>FEBRUARY Treasure Island Casino Fishing Contest - One Day Water Park - Indoor</p>	<p>MARCH Skiing/ Tubing Outing Kid's Easter Party - March 23rd Timberwolves Game Play/Dinner Theatre</p>
<p>APRIL Card Party Roller Skating Party</p>	<p>MAY One-Day Fishing Contest Year-Long Fishing Contest</p>	<p>JUNE Golf Outing</p>
<p>JULY Site Picnic Saints Game</p>	<p>AUGUST Valley Fair Event State Fair Tickets Twins Game</p>	<p>SEPTEMBER One-Day Softball Tournament Deer Hunting Contest Minnesota Zoo DMC Card Sales</p>
<p>OCTOBER Halloween Rollerskating Party Treasure Island Boat Ride</p>	<p>NOVEMBER Movie Day Play/Dinner Theatre</p>	<p>DECEMBER Kid's Christmas Party Card Party</p>

Join the Cottage Grove 3M Club for a night of fun and excitement!

What: Minnesota Timberwolves vs. Los Angeles Clippers

When: Monday, March 11, 7:00 pm

Where: Target Center – Minneapolis, Minnesota

Cost: \$10 per ticket

Cost Includes:

- Ticket to game
- Slice of pizza
- Box of "Hot Tamales"
- Glass of soda
- Chance for a door prize

Bus Ride Will Be Available

Deadline to Register: Friday, February 22 **Contact:** Jason Petaja, Bldg. 102, 8-1317



● Auditing Activities in SMMD



Bill Schmidt and Jeff Anderson, Internal Auditors, interview Nate Abbas, Planner, during a recent internal audit.



Dori Schuster meets with Cindy Huppert to verify training records are in order.



During a recent internal auditor workshop participants had a chance to conduct a "practice audit" in various areas of the plant. Here they're shown reviewing some of the lab systems.

Audits have always been a part of our business life. Since Cottage Grove SMMD's ISO Certification in 1993, regularly scheduled audits have become an essential part of maintaining our registration. These audits include four internal audits conducted by Cottage Grove SMMD personnel and two audits conducted by Underwriter's Laboratory (UL). Vince Rasbury, Quality Engineer, serves as the coordinator and point person for all our auditing activities.

Why audits? By conducting audits, we are able to monitor our performance. In our world of manufacturing, change is expected. We will always have changes to processes, systems, training, etc. In addition to monitoring our current systems, audits also help monitor these changes by identifying substandard performance in our systems, identifying potential problems, verifying the effectiveness of corrective actions and educating / training others. Internal audits also help the plant prepare for UL audits.

Prior to conducting an internal audit, auditors must complete an internal auditing workshop put on by 3M Corporate Quality Services. The purpose of the workshop is to enable internal auditors to plan, organize, conduct and follow-up internal audits in order to

meet the ISO 9000 Quality Systems Requirements. Upon completion of this course, participants receive a certificate identifying them as being trained in accordance with 3M requirements. This certificate should be readily available if UL asks for evidence of internal audit training. Active internal auditors include: Bill Schmidt, Dan Masog, Dori Schuster, Elizabeth Gonzales, Harley Hagen, Jeff Anderson, Kurt Oldenburg, Lory Beebe, Mary Sigerson, Mike Rogers, Michael Pennock, Mitch Thiesen, Randy Lundgren, Rose Peine, Sarah Edstrom and Stephanie Peick.

Since internal audits are conducted once every quarter, results from UL audits come with little to no surprises.

Thanks to everyone for participating in this essential part of our jobs!



Manuel prepares his presentation at the start of the closing meeting as Pam Gotz, Vince Rasbury and Julie Wilkins look on. Here he will share the audit results with the staff.



Later in the workshop participants also had an opportunity to present their observations/findings to the group.



UL Auditor, Manuel Rodriguez, reviews the notes he has taken during his first day of auditing. UL audits typically take 2-3 days.



Taking a break in between questions, Bob Rickel and Manuel share a laugh as he takes the opportunity to show off pictures of his little girl.

Bob Dylan Says...

Wes Klinkhammer, HR Manager

Bob Dylan, a Hibbing, MN native sang a song back in the 60s called "The Times They Are A Changing". Thirty or forty years later Bob is singing another song, which by the way won him an Oscar (Wonder Boys), called "Things Have Changed". Some might say Bob had vision or a strategic slant, others refer to him as a good poet/songwriter. Whatever your opinion, the fact of the matter is Bob was and is right. Change is everywhere and always has been if we take time to think about it.

I remember the struggle my mother went through with her first credit card. It wasn't that mom wanted a credit card but after time "discovered" that it was almost required and essential for some things and some places. Mom never carried a balance due on her card. Compare that with today and try to imagine life without credit cards. Our children likely have more cards and balances due than our parents did in their lifetime. Things change! When Henry Ford started making cars people could choose the color they wanted, black or black! Although black cars are still very popular today there are other colors just as prominent. The customer focus of Ford today, and most other companies, is significantly different from what it was originally, if it even existed. I tell you all this just to point out that change has always been around and likely will continue even after we're gone. Things change everywhere and impact our lives in varying degrees as well as at different times.

Change is inevitable. Those who embrace and welcome the changes are going to be better prepared for the future. This will be true whether it's at home, church, school or work.

Our Corporate initiatives have changed, our objectives however are the same and that is to be profitable and satisfy our customers. All of our corporate initiatives, Sourcing, e-Productivity, Indirect Costs, and 3M Acceleration through the use of Six Sigma which is the foremost initiative are aimed at achieving our objectives. All of this will require change and establishing new priorities. 3M is truly a "global" company with a very diverse customer base. Our competition has changed, our customers and their levels of satisfaction have changed. As a result we must change too. A new or different aspect of change today is the rate that these changes come at us. Changes must be implemented quickly and efficiently today for us to remain competitive. Not all changes are easy or readily accepted but we must all do our part to make them happen in order to stay competitive and grow our business which will result in more opportunities.

Keep an open mind regarding changes whether it's at work, home or a restaurant where personal checks are no longer accepted (credit or debit card only). Face the fact that changes will come and we will be more comfortable with some than others. I wonder what Bob Dylan will title his next "change" song?

Health Tips

Hot vs. Cold Treatment

After you strain a ligament or muscle, it's generally best to use cold – ice or a cold pack – immediately and then for the next 1 to 3 days. It's usually wise not to use heat, such as a heating pad, until swelling and bruising has stopped. Cold is usually used first because it:

- **Reduces swelling and inflammation** – Cells may be damaged because swelling and inflammation decrease the oxygen supply to surrounding tissues. Cold applications slow the metabolism within your cells and allow the tissue to survive a temporary lack of oxygen. This promotes the renewal or repair of cells and speeds healing.

- **Constricts blood vessels** – This helps control bleeding.

- **Relieves pain** – Cold acts as a local anesthetic.

Usually the bruising associated with acute inflammation stops within 1 to 3 days. To relieve muscle spasms, minor sprains and strains, it's usually best to apply cold about 20 minutes at a time every 4 to 6 hours for the first 1 or 2 days. Commercial cold packs may be safer than using ice. Prolonged exposure to cold, especially ice, can result in frostbite to tissues.

Later in the process, you may relieve pain by applying heat, rather than cold, to your injury. Heat is usually better than cold for chronic pain or for muscle relaxation.

Reprinted from Mayo Clinic Newsletter

E A S T R I G T P Z H O T C T
E G N A R O U I U T O T B A R
W A A E H R N C E A L A T U U
A T E L K E C H Y O S M V L G
T S B E A H B R O C C O L I O
E A Y P I E K Y W G X T P F Y
R P P N B Z M L L X J L E L Y
X L I Y H E J T I O U I A O S
E C H I C K E N A M W A C W T
B A N A N A P M E O F F H E O
H A G S S U G A R A P S A R R
S F K E P N M W P R R J W T R
I Q C P M I B J J C U J A R A
F I O Q T A E H W E L O H W C
R V P D A L A S T O F U H J G

Healthy Food Choices Wordfind

*ASPARAGUS
BANANA
BEANS
BROCCOLI
CARROTS
CAULIFLOWER
CHICKEN
FISH
LOW FAT
MILK
OATMEAL
ORANGE
PASTA*

*PEACH
PINEAPPLE
PLUM
RICE
SALAD
TOFU
TOMATO
TURKEY
WATER
WHOLE WHEAT
YOGURT
ZUCCHINI*

From the Gardener

Julie A. Arndtson

I know this seems early for some of this information. For all I know, by the time you are reading this we may have 2 feet of snow on the ground and it may be 20 degrees below zero. But because this winter has been so mild I thought I should throw in a couple of ideas for things to do in the next couple of months. I am fearful that with the warm weather we've had, there are going to be some people ready to run out and apply their crabgrass preventer, especially when the commercials for it start playing in March... Don't do this yet...please.

It is safe to start pruning your fruit trees. Prune them to open up the crowns so that air can move through thereby reducing the chance, and severity of fungal diseases.

If you absolutely need to prune any oak trees, get that done by the end of March.

You can start cleaning up the dead stalks and leaves that were left in your perennial beds from last year, but I wouldn't pull the mulch off yet. This is one of those years where plants may be thinking they can start growing early. The ground has already done some surface thawing and it is with winters like these that, BAM! We get a severe cold snap and the crowns of plants are destroyed as the ground thaws and refreezes. So keep them covered until the beginning of April.

I would wait until April to do any fertilizing. Use a slow release fertilizer specified for flowering plants to do this and apply only as much as is rec-

ommended in the directions. More than that will cause soft plant growth, which is more susceptible to insects and diseases, and flopping.

Don't prune on trees that are spring bleeders such as maples and birch until they are leafed out.

As for your lawn, remember not to rake it until the ground has thawed and the lawn has dried out a little, or the roots could be damaged. You can fertilize once this is done, but don't apply crabgrass preventer until the soil warms up. Usually as the old fashioned lilac flowers are just starting to open. Don't use weed and feed until you actually see weeds starting to grow. I can't think of a preventative way to treat broadleaf weeds. You need to wait until you see them and then eliminate them. If you only see a few, consider pulling them rather than spraying them, as it is more friendly to our environment.

These are just a few simple reminders of things to do as spring nears. If you're really getting antsy to do yard work, think about starting some seeds indoors. This can be a lot of fun especially if there are some special kids you can let help with this project. You can start seeds anytime, February through March.

I am beginning to think that we never really had winter this year because on February 8th and 9th I had robins splashing and singing in my pond. Wow! That was fun to see, but despite the mild winter, I am getting excited for my favorite season ...Spring.

Getting A Good Night's Sleep

It's that thing we know we need – and actually desire – but never seem to find enough of. Sleep.

Good sleep: the rest that rejuvenates the body, mind and spirit.

Studies show that a lack of sleep over several days can reduce our ability to make decisions, react quickly, or perform basic reasoning tasks such as math calculations. In today's fast-paced culture, not getting enough sleep seems par for the course. We complain about it, say we need it, but secretly think we can actually get used to less sleep. We can't. Most of us need 7-8 hours of sleep every day.

So, what to do if you work shifts? Working shifts requires making adjustments in your sleep patterns. Our bodies' strongest desire to sleep is between midnight and six a.m. If you are working during this time, your body will need some time to get used to a different sleeping period. Adjusting to a sleeping time your body doesn't naturally use isn't the only challenge for shiftworkers. When you work shifts, you also deal with a world geared to operate during the daylight hours. This means the doorbell, telephone, family members, friends and social activities may all be vying for your attention – bugging your quiet time, interrupting your sleep.

Whether you work shifts or not, if you're struggling to get a good night's (or day's) rest, consider some of these tips:

- Use a white noise machine, fan or air conditioner to help muffle outside noises
- Wear earplugs and an eye mask
- Follow bedtime rituals and try to keep a regular sleep schedule even if the hours are unusual
- Don't exercise right before you need to go to sleep – but know that some exercise three to four hours before going to bed will help
- Avoid caffeine for five hours before going to bed
- Don't eat a heavy meal right before lying down
- Keep the temperature cool in your sleeping area
- Put a note on your bedroom door asking for quiet
- Put a note on your front door asking callers not to ring the doorbell

- Turn the ringer down on your phone, or unplug the phone if it won't cause any potential problems

You may have other creative things you do to get sufficient rest. Thinking creatively can help you find ways to make your sleeping environment favorable – try some of these in addition to your own, or ask others what they do to get good sleep.

Good night!

3M Resources

The 3M Employee Assistance Resource Center (EARC) offers information and consultation to 3M employees, retirees, and eligible family members. If you would like more information about depression or if you're in need of assistance, please contact:

- The **Employee Assistance Professional** who serves your 3M location at Cottage Grove contact Michelle Morris at 651-470-6668, or
- 3M Healthlink Employee and Family Assistance at 1-800-365-4651 (select Option 2).

New Employee Assistance Phone Number: 651-470-6668

This is the new phone number to contact *Michelle Morris, your Employee Assistance Professional at Cottage Grove*. This is due to technical difficulties with the previous phone service. This new number will permit the caller to leave messages longer than 60 seconds. However, the old numbers will be phased out over a couple of months so employees and their dependents will be able to reach EAP when needed, while we get the word out about the new number.

Your **Employee Assistance Program** offers confidential consultation, as well as a variety of work and family resources, to support employees and their eligible dependents when dealing with life's challenges — at work and at home.



3M Center
St. Paul, Minnesota 55144

PRESORT STD
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PERMIT NO. 25
ST. PAUL, MN

Safety Article – “*Hey, watch your back!*”

In a detective story, the good guys and even the bad guys caution each other to “watch your back!”

It’s good advice if you think someone is chasing you. Watching your back or watching out for it, however, is a good practice for anyone. It’s especially true when lifting is involved.

Lifting injuries are a common cause of back pain. You can protect yourself by practicing good lifting habits, both at home and in the workplace.

Why Fitness Helps

Your physical condition is important. For example, stiff joints and muscles can reduce your ability to keep your back in a safe position as you lift. If your leg muscles are not very strong, you may find it hard to crouch down. Poor fitness will cause your muscles to tire, placing more stress on your spine.

Twisting or jerking while lifting or carrying can injure the small facet joints which guide movement of the back.

The discs that separate the vertebrae (bones) and the ligaments that hold them together are also at risk. Discs are

composed of a jellylike core, surrounded by a strong fibrous ring. With repeated unsafe lifting, the fibrous ring or its supporting ligaments may tear or rupture.

Lifting while bent forward will increase the stress on your spine. Contributing to this stress are factors like the weight of the load, how far it is held from your body, how often and how fast you lift, and how long you hold the load.

Back injuries are most likely when the spine is bent forward and twisted at the same time, according to the Australian Physiotherapy Association.

Make your work easier

- Always check the weight of the load and get help if necessary.
- Wherever possible, lift and carry heavy items with a crane, hoist, or forklift. Instead of carrying parcels, use a hand trolley.
- Repackage heavy articles to reduce the size and weight of individual loads.
- Wear comfortable clothing and flat, nonslip shoes.
- Store loads at waist height so you don’t have to bend or lift overhead.

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