

## **Safety & Risk Management Policies and Procedures**

**Title:** Back Safety Policy

**Date:** July 2014

**Rationale:** The Safety & Risk Management Department wants to implement a system that will educate employees and supervisors about various methods to prevent injuries. Back injuries can be very disabling, but many can be avoided by using proper techniques, equipment, conducting an assessment prior to lifting and making safe lifting a “lifetime habit.”

**Goals:** To develop safe lifting behaviors for all employees in an effort to prevent lifting and material handling injuries.

### **Procedure:**

Safe Lifting and Material Handling Techniques:

- Maintain good back posture and overall body conditioning
- Stretch before, during, and after lifting tasks
- Develop a lifting plan, clear your path
- Use material handling/lifting equipment whenever feasible, especially over 50 lbs.
- **Use a two person team lift for objects over 50 lbs. Maintain a 50 lb per person maximum lifting limit to avoid musculoskeletal injury.**
- Use your legs, don't bend at the waist, keep lower back straight, tighten abdomen

Department Heads and Supervisors are responsible to provide a safe working environment by:

- Reviewing and promoting safe lifting techniques for lifting/material handling tasks.
- Provide assessment of lifting tasks.
- Actively promote the use of proper material handling equipment for their employees.
- Periodically reviewing and correcting unsafe lifting/material handling habits or incidents.
- Review safe lifting procedures/techniques with all affected employees and ensure employees are empowered to report unsafe lifting tasks prior to engaging in them.
- Departments should schedule Back Safety Training Program for employees who may be at risk of back injury from job related lifting or material handling tasks. Contact Safety & Risk Management Office at (512) 863-1677 to schedule.

Employees

- If you struggle from back problems, advise your supervisor of the issue and attend a Back Safety Training Program.
- Follow the procedure for safe lifting.

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Back Safety Policy

Date:

Approved (signature and date):

Supervisor \_\_\_\_\_

Director of Physical Plant \_\_\_\_\_

AVP for Facilities \_\_\_\_\_

Vice President for Fiscal Affairs If needed \_\_\_\_\_

Copy:

All supervisors \_\_\_\_\_

Related crafts \_\_\_\_\_

Department Heads \_\_\_\_\_

VP's \_\_\_\_\_

President \_\_\_\_\_