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LBCC Back Safety Program

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I. Purpose

The purpose of this safety plan is to establish guidelines, practices and procedures to implement and sustain a Back Injury Reduction Program.

II. Scope and Applicability

The National Institute of Occupational Safety and Health research indicates that back injuries tend to occur in jobs requiring a great amount of manual load handling and movement. Eliminating and/or minimizing back injuries can promote the well-being of employees.

This safety policy emphasizes proper lifting techniques augmented with engineering controls, work practice controls, personal protective equipment, and appropriate mechanical aids to prevent back injuries. It includes training for employee lifting techniques, discusses work related risk factors for back injury, and provides techniques to identify jobs with risk factors.

III. Reference

This program is established in accordance with recognized general industry safe work practices that have effectively minimized back injuries. Additional references include the National Institute of Occupational Safety and Health's (NIOSH), *Work Practices Guide for Manual Lifting*, DHHS Publication No 81-122, March, 1981 and its *Revised NIOSH Lifting Equation*, DHHS Publication No. 94-110, January, 1994.

IV. Policy

LBCC provides a workplace that is free from recognized hazards that cause or are likely to cause death or physical harm. Thus, LBCC's Back Safety program will provide additional required training to at-risk employees. When lifting hazards exist that cannot be eliminated, engineering practices, administrative practices, safe work practices, Personal Protective Equipment (PPE), and additional training regarding back injury protection will be implemented to minimize hazards.

V. General Responsibilities

It is the responsibility of each manager, supervisor, and employee to ensure implementation of LBCC's safety plan on Back Protection. It is also the responsibility of each LBCC employee to immediately report any unsafe act or condition to his or her supervisor, and for the supervisor to share those reports with the Safety & Loss Prevention office. Specific responsibilities are found in Section 6.3.

VI. Definitions

Administrative and Work Practice Controls
Establishing efficient processes or procedures.

Behavior Modification
Changing an employee's action or motions from a negative, accident/injury prone behavior to a positive, safe action or motion.

Engineering Controls
Physical changes to the workplace that eliminate or reduce the hazards on the job.

Mechanical Equipment
Any device designed to aid in moving material including cranes, hand trucks, pallet jacks, forklifts, etc.

Personal Protective Equipment
Use of protection to reduce exposure to ergonomic-related risk factors.

Risk Factors
Exposures and personal characteristics that affect an individual's chances of experiencing pain associated with lifting related injuries to the back.

VII. General Provisions

This section details the contents of this safety policy with each one discussed in a separate subsection. These provisions are:

1. Training
2. Risk Factors
3. Identifying Jobs with Risk Factors
4. Minimizing Lifting-Related Back Injuries

A. Training

LBCC employees who perform manual lifting as a regular component of his/her job should review and complete the online Back Safety Course and Quiz favailable from the link for Back Safety training in the Safety Training Matrix at the following link;

https://www.linnbenton.edu/faculty-and-staff/college-services/public-safety-emergency-planning-ehs/safety-training/

Training shall be provided upon initial employment and/or new job assignment. Periodic refresher training shall be conducted at the discretion of the supervisor.

Training will include, but is not limited to, causes of back injury, proper lifting techniques, alternatives to lifting, and behavior modification to maintain a healthy back.

B. Risk Factors

Work-related risk factors have been identified from various studies and include:

- Handling or carrying heavy loads
- Heavy lifting and heavy work
- Repetitive and frequent lifting
- Lifting loads near one's strength capacity
- Occasional very stressful load handling
- Sudden unforeseen events (accidents)
- Extreme or awkward postures of the back (twisting, bending, stretching, and reaching)
- Prolonged standing or sitting
- Other suspected risk factors, including whole body vibration, pushing, pulling, carrying, twisting, and bending
- The employee's physical condition

Additional personal factors that make some individuals more susceptible to back injury are not included in the above list. Those jobs and tasks that have several or many of the above risk factors should receive a higher priority in assessing back injury risk.

C. Identifying Jobs with Risk Factors

First, identify those jobs that involve many of the risk factors. Second, identify specific lifting tasks for further analysis.

Appendix A provides forms to identify jobs and specific lifting tasks at higher risk levels of lifting related back injuries.

D. Minimizing Back Injuries Related to Lifting and Moving Items

Once specific lifting tasks are identified and assessed, examine any options that can eliminate or minimize back injuries related to lifting activities. Assess the task for engineering or administrative improvements:

- Eliminate the lifting task. Plan the workload to eliminate unnecessary lifts.
- Consider options to reduce reaching and bending, effort and force, and/or stress on the back and shoulders.
- Substitute the task with another, where task elimination is not possible.
- Consider easier ways to carry materials – improve the grip, reduce contact pressure on the body, use powered or non-powered equipment to lift or move materials
- Consider the use of trained and experienced personnel (such as the facilities department or a 3rd party contractor) for the relocation and moving of heavy, bulky equipment furniture and materials.
- Organize work so the physical demands and work pace increase gradually. Avoid manually lifting or lowering loads to or from the floor.
- Rotate the amount of lifting time by employees by rotating lifting tasks among employees or alternating lifting tasks with non-lifting tasks.

Appendix B is a checklist to assist in exploring ways to eliminate, substitute, or control the lifting tasks that could cause back injuries.

VIII. Specific Responsibilities

A. Managers/Supervisors

Managers/supervisors are responsible for ensuring that adequate funds are available and budgeted for the purchase of equipment and supplies to aid in minimizing lifting related back injuries. They are also responsible for identifying the positions and individuals affected by this safety policy.

Managers/supervisors will ensure that appropriate equipment is available for movement of heavy loads, consistent with the job requirement of the position, and will ensure the required training is obtained for the affected employees.

Managers will also ensure that no employee is required to lift beyond his or her capabilities. Upon request, employees are to receive assistance in lifting heavy materials. Employees unable to lift weights as outline in the physical requirements of their positon description should explore possible accommodations through the College's accommodation process. Compliance is ensured through the manager's auditing process.

B. Employees

Employees are to report any unsafe act associated with this policy as well as any injuries to their supervisors and/or LBCC's Safety & Loss Prevention Director. Employees must read material provided to them on this subject and attend training when offered and are responsible for following safe lifting techniques.

C. Safety & Loss Prevention Director

Safety & Loss Prevention will provide prompt consultative assistance to managers, supervisors, and others as applicable on any matter concerning this safety policy as staffing and resources allow. Where efforts by a Division/Office/Program are not successful in locating any back protection training, Safety & Loss Prevention will assist in securing the required training at the request of managers.

APPENDIX A: Back Injury Risk Factor Assessment

Facility/ Jobsite: _____

Location: _____

Person Performing Assessment: _____

Date: _____

Instructions

The following sequence is recommended to perform the Back Injury Risk Factor Assessment:

- Identify and list all the jobs in your facility or operation with frequent reports of back injuries (examine accident/injury data as needed).
- Indicate the risk factors that are present for each of those previously identified and listed jobs.
- Note the jobs that require frequent lifting and occasional very stressful lifting. Jobs with frequent lifting and very stressful lifting should be ranked high.
- Make comparative assessments as to which jobs are the most physically stressful (Obtain input as needed from employees experienced in performing several job tasks).
- Note job tasks which are the most physically stressful and conduct further examinations.
- List the lifting tasks for the highest priority jobs.
- Use input from employees and separately rank and compare each lifting task in order from most stressful to least stressful

Job	Heavy Lifting and Heavy Work	Frequent Lifting	Lifting Loads Near One's Strength Capacity	Occasional Very Stressful Load Handling	Sudden Unforeseen Events (Accidents)	Prolonged Standing or Sitting	Other Risk Factors

Job	Heavy Lifting and Heavy Work	Frequent Lifting	Lifting Loads Near One's Strength Capacity	Occasional Very Stressful Load Handling	Sudden Unforeseen Events (Accidents)	Prolonged Standing or Sitting	Other Risk Factors

Include whole body vibration, pushing, pulling, carrying, twisting and bending in your assessment.

Place a check mark to indicate a confirming condition.
Absence of a check mark indicates the condition was absent or not confirmed.

Job: _____

Lifting Tasks Associated with Job	Stress Rank
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Job: _____

Lifting Tasks Associated with Job	Stress Rank
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

Job: _____

Lifting Tasks Associated with Job	Stress Rank
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Once the lifting tasks are identified, perform a lifting task analysis as listed in Appendix B for each task.

APPENDIX B: Lifting Task Redesign Checklist

Lifting Task: _____

Elimination Questions
Substitution Questions
Control Questions

Yes	No	
☐	☐	Is there really a need for the lifting task?
☐	☐	Can the need for lifting the load or moving the item be eliminated?
☐	☐	Could lifting/moving equipment be used instead of the worker's arm and back muscles?
☐	☐	Could the weight of the load be reduced?
☐	☐	Could the load be packaged differently so that the natural way to grasp it would place it closer to the body?
☐	☐	Could the load be stored differently to reduce the horizontal distance from the body at both pickup and set down points?
☐	☐	Could the load be packaged differently so that the vertical distance above the floor during both pickup and set down is above knee height and below shoulder height?
☐	☐	Could the load be stored differently so that the vertical distance above the floor during both pickup and set down is above knee height and below shoulder height?
☐	☐	Could the vertical distance between the pickup point and set down point be reduced?
☐	☐	Could the frequency rate of lifting be reduced?
☐	☐	Could the duration of a lifting session be shortened?
☐	☐	Could handles or another type of grasping point be made available to improve comfort and control during the lift?
☐	☐	Could the need to rotate from left to right, or right to left, be reduced?