

STANDARD PRACTICE INSTRUCTION**DATE:** _____**SUBJECT:** Workplace Back Safety**REGULATORY STANDARDS:** OSHA - 29 CFR 1903. (General Duty Clause)
OSHA - 29 CFR 1910.151 (Medical Services)
OSHA - 29 CFR 1910.XXX (Ergonomics Standard)

BASIS: Back injuries occurring on-the-job cost industry millions of dollars each year. Each year, 15% to 20% of the United States population suffers from low back pain. Low back problems are the most frequent cause of disability for persons under the age of 45. A significant reduction in adverse health effects can be accomplished by the proper application of engineering controls, work practice controls, worker training, and assessment of potential hazards.

GENERAL: ABC Corporation will ensure that potential back injury risk factors within our facility(s) are evaluated and controlled. This standard practice instruction is intended to address comprehensively the issues of; evaluating and identifying back injury hazards, evaluating engineering controls, work practices, administrative controls, and establishing appropriate procedures.

RESPONSIBILITY: The company Safety Officer/Health Care Provider (choose who is responsible) is _____. He/she is solely responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The _____ (title) will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. This company has expressly authorized the _____ (title) to halt any operation of the company where there is danger of serious personal injury.

Contents of the Workplace Back Safety

1. **Written Program.**
2. **Training.**
3. **New Employee Acclimatization Period.**
4. **Back Disorder Risk Factors.**
5. **Job Hazard Analysis.**
6. **Hazard Prevention and Control**
7. **Administrative Controls.**
8. **Safe Lifting Techniques.**

ABC Corporation Workplace Back Safety

1. Written Program. ABC Corporation will review and evaluate this standard practice instruction:

- On an annual basis
- When changes occur to 29 CFR, that prompt revision of this document
- When facility operational changes occur that require a revision of this document
- When there is an accident or close-call that relates to this area of safety
- Review the program any time these procedures fail

Effective implementation of this program requires support from all levels of management within this company. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

2. Training.

2.1 Types of training. Supervisors will determine whether training required for specific jobs will be conducted in a classroom or on-the-job. The degree of training provided shall be determined by the complexity of the job and the associated hazards.

2.1.1 Initial Training. Prior to job assignment, this employer shall provide training to ensure that the hazards associated with predesignated job skills are understood by employees and that the knowledge and skills required for the safe application and usage of work place procedures and equipment, are acquired by employees. The training shall include the following:

2.1.1.1 Each affected employee shall receive training in the recognition of back injury hazards involved with a particular job, and the methods and means necessary for safe work.

2.1.1.2 Training course content. All new and current workers, who work in areas where there is reasonable likelihood of back injury, will be kept informed through continuing education programs. Initial and refresher training will, as a minimum, cover the following:

- Back hazards associated with the job.
- Lifting techniques.
- Potential health effects of back injury.
- Back injury precautions.
- Proper use of protective clothing and equipment.
- Use of engineering controls.

2.1.1.3 Responsibility. Employees are responsible for following proper work practices and control procedures to help protect their health and provide for the safety of themselves and fellow employees, including instructions to immediately report to the _____ (title) any significant back injury.

2.1.2 Refresher Training. Scheduled refresher training will be conducted on a(n) _____ basis.

2.1.2.1 Retraining shall be provided for all authorized and affected employees whenever there is a change in their job assignments, a change in equipment or processes that present a new hazard, or when their work takes them into other hazard areas.

2.1.2.2 Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever this employer has reason to believe, that there are deviations from or inadequacies in the employee's knowledge of known hazards, or use of equipment or procedures.

2.1.2.3 The retraining shall reestablish employee proficiency and introduce new equipment, new lifting procedures or revised control methods and procedures, as necessary.

2.1.3 Certification. This employer shall certify that employee training has been accomplished and is being kept up to date. The certification shall contain a synopsis of the training conducted, each employee's name, and dates of training.

3. New Employee Acclimatization Period. Supervisors will ensure that new or transferred employees are allowed an appropriate acclimatization period. New and returning employees will be gradually integrated into a full work schedule as appropriate for specific jobs and individuals. Employees will be assigned to an experienced trainer for job training and evaluation during this period. Employees reassigned to new jobs should also have an acclimatization period.

Important - Supervisors will closely monitor employees that fall into this category throughout their acclimatization period.

4. Back Disorder Risk Factors. Identification of hazards will be based on risk factors such as, conditions of a job process, work station, or work methods that contribute to the risk of developing problems associated with back disorders. Not all of these risk factors will be present in every job containing stressors, nor is the existence of one of these factors necessarily sufficient to cause a back injury. Supervisors will use the following known risk factors to isolate and report suspected problem areas:

4.1 Back Disorder Risk Factors.

- Repetitive and/or prolonged activities
- Bad body mechanics such as
 - Continued bending over at the waist
 - Continued lifting from below the knuckles
 - Continued lifting above the shoulders
 - Twisting at the waist
 - Twisting at the waist while lifting
 - Lifting or moving objects of excessive weight
 - Lifting or moving object of asymmetric size
 - Prolonged sitting with poor posture
 - Lack of adjustable
 - Chairs
 - Footrests
 - Body supports
 - Work surfaces at work stations
 - Poor grips on handles
 - Slippery footing
 - Frequency of movement
 - Duration and pace
 - Stability of load
 - Coupling of load
 - Type of grip
 - Reach distances
 - Work height

END OF SAMPLE

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