

Back Safety Procedure

January 2023

A. Policy

IPS★ITCS will ensure that potential back injury risk factors within the facility 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.

B. Responsibility

The HSEQT Manager is responsible for all facets of this program and has full authority to make necessary decisions to ensure success of the program. The HSEQT Manager will develop written detailed instructions covering each of the basic elements in this program, and is the sole person authorized to amend these instructions. The HSEQT Manager is authorized to halt any operation of IPS★ITCS where there is danger of serious personal injury.

IPS★ITCS Workplace Back Safety:

Written Program- IPS★ITCS 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 near miss 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 IPS★ITCS. 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.

C. 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.

Initial Training. Prior to job assignment, IPS★ITCS 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 workplace procedures and equipment, are acquired by employees. The training shall include the following:

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. 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:
 - a. Back hazards associated with the job.
 - b. Lifting techniques.
 - c. Potential health effects of back injury.
 - d. Back injury precautions.
 - e. Proper use of protective clothing and equipment.
 - f. Use of engineering controls.
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 their supervisor of any significant back injury.

Refresher Training. Scheduled refresher training will be conducted on an annual basis.

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.

Additional retraining shall also be conducted whenever a periodic inspection reveals, or whenever IPS★ITCS 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.

The retraining shall re-establish employee proficiency and introduce new equipment, new lifting procedures or revised control methods and procedures, as necessary.

Training Certification. IPS★ITCS 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.

4. Back Disorder Risk Factors. Identification of hazards will be based on risk factors such as, conditions of a job process, workstation, or work methods that contribute to the risk of developing problems associated with back disorders. Not all 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:

- a. Back Disorder Risk Factors.
- b. Repetitive and/or prolonged activities
- c. 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 workstations
 - Poor grips on handles
 - Slippery footing
 - Frequency of movement
 - Duration and pace
 - Stability of load
 - Coupling of loads
 - Type of grip
 - Reach distances
 - Work height

D. Safe Lifting Techniques

Employees shall use a pushcart or other material-handling device as necessary. They shall also ask a co-worker for help if no device is available. The following situations show basic lifting techniques to avoid injury:

1. Employees shall be trained using the following lifting and placing of load strategies:
 - a. Lifting or lowering from a high place
 - b. Stand on a platform instead of a ladder
 - c. Lift the load in smaller pieces, if possible
 - d. Slide the load as close to one's self as possible before lifting
 - e. Grip firmly and slide it down
 - f. Get help when they need it to avoid injury
2. Lifting from hard-to-get-at places
 - a. Get as close to the load as possible
 - b. Keep the back straight, stomach muscles tight
 - c. Push buttocks out behind you

- d. Bend the knees
 - e. Use leg, stomach, and buttock muscles to lift -- not the back
3. Lifting drums, barrels, and cylinders
- a. Use mechanical assists
 - b. Be aware that loads can shift
 - c. Get help if load is too heavy
4. Awkward objects
- a. Bend the knees with feet spread
 - b. Grip the top outside and bottom inside corners
 - c. Use the legs to lift, keeping back straight
5. Shovelling
- a. Make sure their grip and balance are solid
 - b. Tighten the abdomen as they lift
 - c. Keep the shovel close to the body
 - d. Use the strength of the thigh muscles to bring them to an upright position
 - e. Increase their leverage by keeping their bottom hand low and toward the blade
6. General safety tips.
- a. Don't lift objects over their head
 - b. Don't twist the body when lifting or setting an object down
 - c. Don't reach over an obstacle to lift a load
 - d. Pace one's self to avoid fatigue

Competency Assessment

No.	Questionnaire	C/NYC
Q1		
A1		
Q2		
A2		
Q3		
A3		
Q4		
A4		
Q5		
A5		

Enclosed Attachments	
Risk Assessment	<input checked="" type="checkbox"/>
Environmental Aspect and Impact	<input checked="" type="checkbox"/>
Training and Competency	<input checked="" type="checkbox"/>
Measure and Evaluation Tools	<input checked="" type="checkbox"/>

Competency Checklist

To be filled out by Trainer and signed by Employee, Assessor and Supervisor before being returned to the HSEQT Manager for recording purposes.

Procedure	Competency	Date	Competent YES / NO	Employee Signature

(Please tick appropriate box)

This employee is competent in performing the job.

This employee has not attained the competency level.

*

* *If the employee has not attained all competency levels, the General Manager must assess the action to be taken, provide an extension of training or alternative action as listed below.*

Alternate action to be taken: _____

Signed By	Employee:		Date:	
	Trainer:		Date:	
	Assessor:		Date:	
	Regional Manager:		Date:	

Environmental Aspects and Impacts

Identified Environmental Aspects and Impacts

The following table is a summary of the likely environmental aspects and impacts that may be identified during site inspections. The significance of each impact needs to be assessed using the Risk Assessment Model.

Activity	Aspect	Impact
Purchasing & Administrative Work	Consumption of goods	Conservation of natural resources
	Consumption of energy (eg. Electrical equipment and facilities)	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of waste (eg. Paper)	Consumption of space for waste disposal; Habitat loss
Climate Control	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Habitat loss
	Generation of noise	Disturbance to community; Habitat loss
Cleaning of – offices / vehicles	Storage, use and release of chemicals	Contamination of air, water or soil; Risk to human health
Transport (Fleet vehicles / staff travel)	Consumption of energy	Release of greenhouse gases and atmospheric pollution; Consumption of natural resources; Loss of habitat at all stages of generation; Light pollution
	Consumption of goods (eg. Oil)	Consumption of natural resources; Generation of waste; Habitat loss; Biodiversity impacts
	Generation of waste (eg. Oil)	Consumption of space for waste disposal; Potential contamination of water or soil; Habitat loss
	Exhaust emission	Release of greenhouse gases and atmospheric pollution
	Use of dangerous goods (eg. Batteries)	Potential contamination of air, water or soil; Risk to human health
	Generation of noise	Disturbance to community; Habitat degradation
Operations		

Sample only.
To be filled in

Risk Assessment



Risk Assessment // insert name here

<p>Step No: Logical sequence</p>	<p>Sequence of Basic Job Steps documented in the Procedure, Work Instruction and project plans. Break down Job into steps.</p> <p>Each step should be logical and accomplish a major task.</p>	<p>Potential Safety & Environmental Hazards/Impacts at the site of the Job</p> <p>Identify the actual and potential health and safety hazards and the environmental impacts associated with each step of the job.</p>	<p>Risk Rating</p> <p>Refer to the risk matrix or HSEQT.PRO. Risk Mgt</p>	<p>Recommended Corrective Action or Procedure</p> <p><i>Determine the corrective actions necessary to reduce the risk to as low as reasonably practical (ALARP) refer to HSEQ.PRO.Risk Mgt. The risk must be reduced or controlled to ALARP before work commences.</i></p> <p>Document who is responsible for implementing the controls to manage each hazard identified.</p>	<p>Risk Rating refer to the risk matrix or HSEQT.PRO.Risk Mgt</p>
1.					
2.					
3.					
4.					
5.					

Audit



Process: insert// Procedure: Insert //		Date:		Audited by:	
		Location of Audit:		Area Mgr/Supervisor:	
Item	Question	Evidence Sited	Comments		Conformance Score 0,3,5
1.					
2.					
3.					
4.					
5.					
6.					
7.					
AUDITOR'S SIGNATURE:		CONFORMANCE SCORE: / 25		0 – Non-Conformance	
SAFETY REP'S SIGNATURE:		CONFORMANCE %:		3 – Continuous Improvement Opportunity	
				5 – Total Conformance	