

function — *of beauty*

Back Safety and Lifting Safety Program

FOB-EHS-008

Function of Beauty

5570 Snyderstown Rd. Paxinos, PA 17860

Back Safety and Lifting Safety Safety and Health Program

1.0 Purpose

- 1.1** Back disorders can develop gradually or can be the result of a single traumatic event. Sprains and strains are the most common causes of lower back pain. Improper lifting or lifting loads that are too heavy for the back to support, falling, or sports activities are a few examples of back injury causes. Of these, lifting improperly or lifting loads that are too heavy for the back to support is the largest single cause of back pain and injury. Instituting proper lifting techniques and other safety measures can significantly reduce back injuries at Function, Inc.
- 1.2** As part of Function's ongoing commitment to safety in the workplace and in compliance with OSHA standards, this facility has developed a Back Safety/Proper Lifting Safety Program as another opportunity to enhance the safety and health of Function's employees.

2.0 Scope

- 2.1** Back safety awareness is extremely important due to the prevalence and potential severity of back injuries.
- 2.2** This program is a key document for assisting in increasing employee awareness of the importance of back safety. Function, Inc is dedicated to protecting its employees from on-the-job injuries. All employees of Function, Inc have the responsibility to work safely on the job by following this and all company policies and procedures when lifting or handling materials.

3.0 Responsibilities

3.1 Director of EHS

The Director of EHS is responsible for the implementation and management of the facility's Back Safety/Proper Lifting Safety Program. The program will be maintained, reviewed, and updated at least annually and whenever necessary to reflect new or modified procedures that affect issues related to back safety and lifting procedures within this facility.

- 3.1.1** Identify job duties that include heavy lifting.
- 3.1.2** Instill general safety awareness as it relates to back safety.
- 3.1.3** Identify and eliminate, when possible, job hazards.
- 3.1.4** Train new employees, whose job responsibilities include lifting, on proper lifting techniques. Periodically conduct refresher training.

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- 3.1.5** Provide an overview on back safety to all employees (even if their job duties normally do not include heavy lifting) to assist in protecting employees from spur-of-the-moment unsafe lifting.
- 3.1.6** Ensure that all employees understand that if an item is too heavy (50lbs or less depending on personal capability), they should ask for help.
- 3.1.7** Provide appropriate Personal Protective Equipment (PPE), as needed.
- 3.1.8** Provide alternative materials handling equipment, as needed.
- 3.1.9** Initiate appropriate disciplinary action when an associate fails to follow the safety requirements of the hospitality facility.
- 3.1.10** Conduct Hazard Assessments and document potential risks in work areas related to lifting.

3.2 Employees

- 3.2.1** Comply with the Back Safety/Proper Lifting Safety Program procedures.
- 3.2.2** Never lift more than 50 lbs on their own manually. (Single man lift)
- 3.2.3** Ask for help in lifting or pushing heavy items.
- 3.2.4** Immediately report unsafe conditions, equipment, or observed practices to the supervisor.
- 3.2.5** Use Personal Protective Equipment (PPE), as required.
- 3.2.6** Use alternative materials handling equipment, as needed.
- 3.2.7** Keep the body healthy (e.g., stretching)

4.0 Prevention

4.1 Back Safety Techniques

- 4.1.1** Sizing the Load – Do Not Manually Lift Heavy Objects weighing over 50 pounds on your own. Before even attempting to lift an object, it is important to size up the load. Determine if the load is light enough to lift. If the load is too heavy, try to do the following:
- 4.1.2** To assist with back safety: Make objects smaller./ Use smaller containers./ Use lighter containers./ Lighten the loads in containers./ If the size and weight of the load cannot be reduced, it must be determined if a team lift or lifting device is necessary.
- 4.1.3** Reaching – Try to Not Reach Above Shoulders and only go as high as your shoulders. /Reaching for objects, especially in high places, can strain the back.
- 4.1.4** Use an approved stool or stepladder if needing to get closer to the load.

4.1.5 Test the weight of the load by pushing up on a corner before lifting.
If it's too heavy, get help.

4.1.6 **Bending** – Do not bend over from the waist.

4.1.7 When bending down to reach or lift, move your whole body to protect the back./ Bend the knees and hips, not the back./ Kneel down on one knee, if necessary./ Get as close to the object as possible so you will not have to reach with your arms.

4.2 Lifting

4.2.1 Lifting is one of the most common causes of back injuries. Some back safety techniques to use are:

4.2.1.1 Size up the load. If it seems like more than you can handle, get help.

4.2.1.2 Face the load squarely.

4.2.1.3 Get a firm footing.

4.2.1.4 Tighten your abdominal muscles to support your back when you lift.

4.2.1.5 Bend your knees and get a grip on the load.

4.2.1.6 Lift with your legs – not your back.

4.2.1.7 Lift gradually, not suddenly.

4.2.1.8 Keep the load close to your body.

4.2.1.9 Do not twist while lifting.

4.3 Push- Do not pull

4.3.1 Pulling large objects can be as hard on the back as lifting. Instead, push the load. Some back safety techniques to use are:

4.3.1.1 Stay close to the load, without leaning forward.

4.3.1.2 Tighten your stomach muscles as you push.

4.3.1.3 Push with both arms, keeping your elbows bent.

4.3.1.4 Turn – Do Not Twist the Back

4.3.2 For some tasks, such as turning a large valve, you may be tempted to twist. Some back safety techniques to use are:

4.3.2.1 Get close to the object. Kneel down on one knee, if necessary. Two hand operation applying counter torque will help with back twisting, stability and equipment damage. /Position yourself so you are stable./ Use arms and legs to do the work – not just the back.

5.0 Braces

- 5.1** Braces will not be supplied by Function, Inc. Although are permitted on site at the discretion of the employee.
- 5.2** Employees will be required to inform the HR or Safety Manager should they feel they would like to wear a brace.
 - 5.2.1** A Brace Review Form will be completed at this time.
- 5.3** Employees are responsible for their own brace.
- 5.4** Braces must be kept in sanitary condition.
- 5.5** Function, Inc. will not be responsible for the brace should it be lost or stolen while on site.
- 5.6** Employees must bring their own brace should they want to use one.

5.7 Information Management

5.7.1 Documents

5.7.1.1 The Safety Specialist is responsible for maintaining the training records of this facility. Training records will be filled out for each employee upon completion of training. These documents will be kept for at least 3 years and will include:

- 5.7.1.1.1** The date of the training session
- 5.7.1.1.2** The names and signatures of who completed the training.
- 5.7.1.1.3** The name and signature of whoever performed the training.

5.7.1.2 Brace Form

5.7.1.2.1 The Brace Review Form will be reviewed with the employee and stored in the employees HR personnel file.

5.7.2 Training

5.7.2.1 The Director of EHS is responsible for ensuring that training is conducted. Training may be conducted by Safety Manager or management including line leads/supervisors. Initial training at new employee orientation shall consist of:

- 5.7.2.1.1** An overview of the facility's Back Safety/Proper Lifting Safety Program.
- 5.7.2.1.2** Proper lifting techniques.

- 5.7.2.1.3 An opportunity to ask questions.
- 5.7.2.2 In addition, departmental training and roll out shall include the following:
 - 5.7.2.2.1 Common jobs that involve lifting loads above 50 lbs.
 - 5.7.2.2.2 Proper lifting techniques to perform the assigned duties.
 - 5.7.2.2.3 Alternative materials handling equipment that is available.
 - 5.7.2.2.4 An opportunity to ask questions.
- 5.7.2.3 The training will establish employee proficiency in back and lifting safety duties and will introduce new or revised procedures as necessary.
- 5.7.2.4 The safety specialist shall certify that the training has been accomplished. The certification will contain each employee's name, the signatures of the trainers, and the dates of the training. The certification will be available for inspections by employees or their authorized representatives.
- 5.7.2.5 Employees who experience back-related workers' compensation injuries shall receive re-training on proper lifting techniques and alternative materials handling equipment prior to returning to full duty.

6.0 Discipline

- 6.1 All employees must abide by this policy. In the event an employee is in violation of this policy they will be disciplined according to the progressive disciplinary plan.

7.0 Appendixes

- 7.1 FOB-EHS-008-A Brace Review

8.0 Document Review and Approval

- 8.1 **Date Devised:** 2-27-20
- 8.2 **Reviewed Date:** 7/14/21
- 8.3 **Date Approved:** 05-03-21
- 8.4 **Approved By:** Ed Nolter, Director, EHS