

MANUAL LIFTING PROCEDURE 1103

When factors of repetitiveness, awkward position and forceful exertion are combined, an extremely high potential for injury exists. Elimination of one of the three factors will greatly reduce the potential for injury. Elimination of all three factors may completely remove the risk.

The Company's expectation when handling heavy objects is to break the load down into lighter loads if possible, use appropriate mechanical lifting devices and/or request assistance.

All employees shall understand that back-related injuries may be the result of either an acute or chronic condition. When lifting, remember to use correct body posture/positioning and use proper lifting techniques. Back injuries are often the result of many risk factors: poor posture, faulty body mechanics, stressful living and working habits, decreased flexibility and fitness, etc.

Proven physical exertion techniques will decrease workplace injuries thus reducing lost time from work and workers' compensation costs.

All employees are trained in back injury prevention, lifting techniques, and preventative exertion techniques. Incorporating this training into daily activities will incur fewer back injuries on and off the job increasing the overall health and readiness of the workforce.

I. PURPOSE

To assure that all employees are protected from joint, skeletal or muscular injuries through:

- identification of hazards,
- engineering controls,
- administrative controls,
- and training and education..

II SCOPE

This policy applies to all employees, visitors, vendors, contractor and subcontractor employees.

III GENERAL

- A. Assessments to identify jobs that require an employee to lift or manipulate material(s) over 80 pounds.

High Risk

Medium Risk

Low Risk

- B. Any new jobs will be assessed by the Supervisor to determine the level of physical exertion required to perform the task.

V. TRAINING

- A. All employees are informed of the Manual Lifting Policy, back injury prevention and safe lifting techniques.
- B. All employees are trained annually on proper lifting techniques, weight restrictions and back health awareness.
- C. Training is facilitated by video, lecture and hands-on practical training.