

Town of Rangeley Back Injury Prevention and Safe Lifting Program

Organization Policy

The Town of Rangeley is committed to the prevention of back injuries and maintaining the well-being of our employees. The Back Safety and Program is intended to identify back injury hazards, mitigate them to the fullest extent possible and train employees on proper lifting and materials handling techniques.

The Program Liaison for each Department has overall responsibility for the program.

The duties of the Program Liaison are as follows:

1. Conduct or arrange for hazard assessments. Identify affected employees/departments.
2. Review workers' compensation claims and OSHA 300 logs for back related loss trends.
3. Become familiar with the organization's Personal Protective Equipment (PPE) Program.
4. Identify need of Personal Protective Equipment (PPE).
5. Identify alternative materials handling equipment.
6. Conduct and/or organize training sessions.
7. Ensure training is documented and records kept.
8. Evaluate the written program and update as needed.
9. Program Liaison is to be appointed by the Town Manager.

Training

The Program Liaison is responsible for ensuring that training is conducted. Training may be conducted by the Program Liaison or designated Individuals. Initial training at new employee orientation shall consist of:

1. An overview of the facility's Back Injury Prevention and Safe Lifting Program.
2. Proper lifting techniques.
3. An opportunity to ask questions.

Training shall also include the following:

1. Specific job-related duties that involve lifting.
2. Proper lifting techniques to perform the assigned duties.
3. Any Personal Protective Equipment (PPE) that is available.
4. Alternative materials handling equipment that is available.
5. An opportunity to ask questions.

Program Liaison shall certify that the training has been accomplished. The certification will contain each employee's name, the signatures of the trainees, and the dates of the training. The certification will be available for inspections by employees or their authorized representatives.

Employees who experience back-related workers' compensation injuries shall receive re-training on proper lifting techniques and alternative materials handling equipment.

Management

Management will make sure the written program is available, help update the program as needed and clearly communicate it to supervisors and employees.

Supervisors

Training done will be documented by the Supervisor and kept on file. Copies will be given to the Program Liaison. Supervisors will also complete the Back Injury Prevention Program Self- Inspection Checklist on a monthly basis and keep on file. Issues identified in the checklist should be addressed as soon as possible but no longer than 48 hours.

Records

Program Liaison 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:

1. The date of the training session
2. The contents or summary of the training session
3. The names and qualifications of the person(s) conducting the training
4. The names and job titles of all persons attending the training session
5. Training records will be provided upon request to the employee or the employee's authorized representative
6. Program Liaison to update Department records on a shared file located on the Z:Drive.

Supervisors and Management will

1. Identify job duties that include heavy lifting
2. Instill general safety awareness as it relates to back safety
3. Identify and eliminate, when possible, job hazards
4. Train new employees, whose job responsibilities include lifting, or proper lifting techniques within 30 days of hire. Periodically (at least annually) conduct refresher training. Training will be documented and kept on file
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
6. Ensure that all employees understand that if an item is too heavy, they should ask for help
7. Provide appropriate Personal Protective Equipment (PPE), as needed
8. Provide alternative materials handling equipment, as needed
9. Initiate appropriate disciplinary action when an employee fails to follow the safety requirements of the organization

Employees

All employees will attend annual Back Injury Prevention and Safe Lifting training, use proper lifting techniques learned from the training, and follow the safety procedures and recommendations contained in the written program and discussed in training. Employees are encouraged to report any hazardous conditions that could lead to injury and offer suggestions on how they can be addressed. Employees must use materials handling equipment when available and ask for assistance when needed before lifting or moving heavy objects.

1. Comply with the Back Injury Prevention and Safe Lifting Program procedures
2. Ask for help in lifting or pushing heavy items
3. Report any accident or injury to the supervisor
4. Immediately report unsafe conditions, equipment, or observed practices to the supervisor
5. Use Personal Protective Equipment (PPE), as required
6. Use alternative materials handling equipment, as needed

BACK INJURY PREVENTION PROGRAM SELF-INSPECTION CHECKLIST

Department: _____ Date: _____

Shift: _____

ITEM	YES	NO	COMMENTS
Safety rules enforced?	☐	☐	_____
WORK AREA			
Materials stored at proper height?	☐	☐	_____
Floors kept dry?	☐	☐	_____
Walkways free of obstacles?	☐	☐	_____
Proper desk/counter height maintained?	☐	☐	_____
Chairs ergonomically correct?	☐	☐	_____
TRAINING			
All employees receive monthly training?	☐	☐	_____
New and transferred employees receive training?	☐	☐	_____
Management and supervisory staff receive annual training?	☐	☐	_____
Injured employees receive additional training?	☐	☐	_____
PERSONAL PROTECTIVE EQUIPMENT (PPE)			
PPE provided?	☐	☐	_____
PPE used?	☐	☐	_____
PPE inspected monthly / as needed?	☐	☐	_____
Use of PPE mandatory?	☐	☐	_____
Use of PPE enforces?	☐	☐	_____
OTHER EQUIPMENT			
Necessary equipment available?	☐	☐	_____
Mechanical equipment inspected daily?	☐	☐	_____



ANNUAL SAFETY TRAINING

ATTENDANCE SIGN IN SHEET *(Please make additional copies if needed)*

Subject: Back Injury Prevention & Safe Lifting Program Date:

Training Conducted By:

Member Entity:

Training Material: ☐ Safety Talk ☐ Video ☐ Handouts ☐ Demonstration ☐ Other

NAME AND TITLE: (PLEASE PRINT)

DEPARTMENT

SIGNATURE

[illegible]

Instructor/Trainer (please print):

Signature:

Department Head or Supervisor

(If different from Instructor/Trainer) Signature: _____

Program Liaison: Make and keep a copy for your records Supervisors: Keep one copy for your records

Back Injury Prevention and Safe Lifting Program Policy Acknowledgement

I acknowledge that I have been informed of the Town of Rangeley's Back Injury Prevention and Safe Lifting Program and have knowledge of where the written program is maintained. I have been provided initial training and understand that my supervisor will conduct additional job-related training. I understand my responsibilities as they relate to Back Safety/Proper Lifting Safety, and I accept this plan and procedures as working documents that I will support and follow in my daily work at Town of Rangeley. I further understand that failure to follow these procedures or instructions from management may result in disciplinary action.

Employee Name (print and sign)

Date

Supervisor's Name (print and sign)

Date

Adoption: 9/2024