

Title: Safe Lifting/Healthy Back Procedure
Effective Date: November 2005
Revision Date: February 13, 2017
Issuing Authority: VP, Facilities and Construction Management
Responsible Officer: Director Environmental Health and Safety

PURPOSE OF THE PROCEDURE

To prevent injuries and assure safe material handling.

SCOPE OF THIS PROCEDURE

The Occupational Safety and Health Administration (OSHA) regulates any workplace conditions that are likely to cause injury or illness. This requires that departments that handle materials and require heavy lifting evaluate and put controls in place to minimize the possibility of back injury. An effective safe lifting and back program will reduce potential lost work time and improve productivity.

WHO NEEDS TO KNOW THIS PROCEDURE

All New York University academic, commercial and residential facilities.

PROCEDURES FOR IMPLEMENTATION

Responsibilities:

Department of Environmental Health and Safety

NYU Director of Environmental Health & Safety [EHS] or designee will provide training to departments at the greatest risk of back injury. Upon request, EHS will provide evaluations of lifting and handling operations and of other material handling tasks

Directors or Department Chairs

The Director, Department Head, or Manager from any area of NYU with employees in the Safe Lifting/ Healthy Back Program are responsible for ensuring that training is up to date and that workers use proper lifting techniques. They are also responsible for identifying and reporting areas or operations that may be of greater risk to cause back injury.

Employees

The NYU employee in the Safe Lifting/ Healthy Back program is responsible for attending the training and using safe and proper lifting techniques.

Insurance Department

The NYU Insurance & Enterprise Risk Department is responsible for handling workers' compensation claims and occupational injury/ illness recording.

UNIVERSITY PROCEDURE

Selection/ Program Eligibility:

1. Employees are selected for the Safe Lifting/ Healthy Back Program by one of two methods.
2. Through a review of Injury/ Illness reports provided by the Insurance & Enterprise Risk Department to determine the departments with the highest incidences of back related injury, or;
3. An employee has been reported to be using improper lifting techniques and is need of training.

Training:

1. Employees that engage in material handling or lifting should receive NYU Safe Lifting/ Healthy Back training, including the following:
 - a. Sizing up a load before lifting
 - b. Using proper lifting techniques
 - c. How to lift oversize objects
 - d. Proper use and selection of Personal Protective Equipment (PPE)
 - e. Stretching and other exercises
2. Training is offered one time while employed at NYU unless one of the following occurs:
 - a. The employee is observed engaging in unsafe lifting practices
 - b. The employee sustains a lifting related injury
 - c. The employee's manager wishes to have a refresher course conducted

Factors Contributing to Back Injury:

Back pain and injury related to lifting and/or material handling are some of the most frequent types of injuries both at work and at home. Some factors related to these injuries can be controlled and prevented while others cannot.

1. Some personal factors may include:
 - a. Poor physical fitness
 - b. Posture
 - c. Obesity
2. Some workplace factors may include:
 - a. Inadequate training
 - b. Poor workplace design
 - c. Improper handling methods

Program Evaluation:

Environmental Health & Safety will annually review the occupational injury and illness statistics to determine program effectiveness and if other NYU departments should be included.

RELATED POLICIES

NYU Environmental Health and Safety Policy