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Town of Bradley  
Back Injury Prevention and Safe Lifting Policy  
Municipal Employees

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**Overview:** The Town of Bradley is committed to the prevention of back injuries and maintaining the well-being of our employees. The Back Safety Injury Prevention and Safe Lifting Policy is intended to identify back injury hazards, fully mitigate them and guide employees on proper lifting and materials handling techniques. The education and training will be provided to all municipal employees within the first month of hire and annually thereafter.

**Town Manager Responsibilities:**

- Conduct hazard assessments.
- Review and maintain workers' compensation claims and OSHA 300 logs.
- Conduct and evaluate yearly the Back Injury Prevention and Safe Lifting Policy.
- Ensure employees review the Back Injury Prevention and Safe Lifting Policy annually, document the review.
- Identify job duties that include heavy lifting.
- Identify and eliminate, when possible, job hazards.
- Instill general safety awareness as it relates to back safety.

**Employees Responsibilities:**

- Bradley municipal employees' job duties normally do not include heavy lifting; employees should be aware of spur-of-the moment unsafe lifting.
- All employees shall use proper lifting techniques.
- Report any hazardous condition, that could lead to injury and offer suggestions on how they can be addressed. Immediately report unsafe conditions.
- Ask for assistance when needed before lifting or moving heavy objects.
- Ask for help in lifting or pushing heavy items.
- Use a properly stationed ladder or step stool when lifting items from overhead.
- Report any accident or injury to the Town Manager.
- Annual review the Back Injury Prevention and Safe Lifting Policy.

**Safe Lifting Techniques:**

- Make sure there is a clear path to travel and space to set the object down.
- Size up the load, if it is too heavy to lift get help.
- Do a simple stretch before lifting.
- Use Good Balance (place feet approximately shoulder-width apart, slightly in front).
- Bend at the knees while keeping your back relatively straight to grasp the load, lift gradually by straightening the legs, and keep the load close to the body.
- Avoid twisting and lifting in the same motion. Lift, point feet in the desired direction, then deposit load.
- Store heavy items on shelving between knee and shoulder height.
- When possible, push the load do not pull.
- Do not store items on the floor in front of shelving.
- Do not overextend, avoid reaching over objects when lifting.

## Safe Lifting Techniques

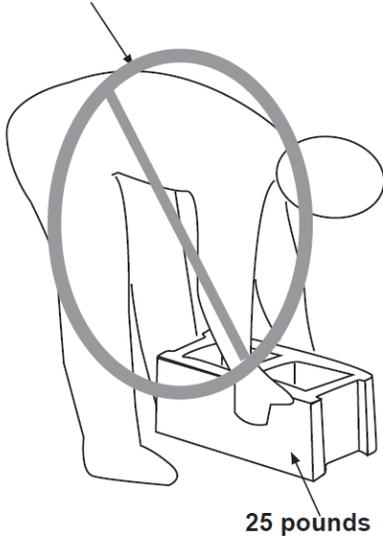
1. Plan the lift.
2. Size Up the load.
3. Establish a base.
4. Get a good grip.
5. Lift steadily.
6. Keep it close.
7. Move your feet.

### Forces On the Back While Lifting Objects

Do not store heavy objects on or near the floor. If you are bending from the waist to lift a 25 pound box from the floor, you are imposing about 700 pounds of force on your back.

Store heavy and frequently used objects off the floor and at waist level. If lifting from the floor is unavoidable, use the lifting techniques outlined in this lesson to minimize back strain or use a material handling device for lifting and transport.

700 pounds of force



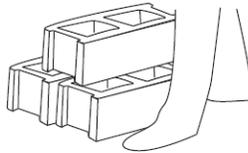
## Safe Lifting Techniques

When lifting, know your body's limitations and use proper techniques to protect your back from injury.

### Follow These Steps for Safe Lifting:

#### 1. Plan the Lift

Consider all possibilities. Do I need to clear the path? Do I need to reduce the load? Should I use a material handling device? Are there steps, ledges or other obstacles? Will I need to stop for rest?



#### 2. Size up the Load

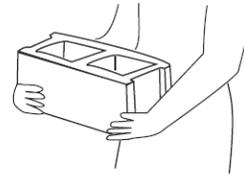
Check the load to see that it is stable and balanced. Before lifting an object, test the weight of the object by lifting a corner. If you are unsure of its weight, use a material handling device.

#### 3. Establish a Base

Use a wide stance, with feet about shoulder's width apart, and one foot slightly in front of the other. This staggered position gives you more stability and reduces the risk of falling. With the load close to your body, bend your knees and keep your heels off the floor.

#### 4. Get a Good Grip

Use your palms to grip the object. Make sure you have an adequate hold before moving. (Refer to page 22, Types of Grips.)



#### 5. Lift Steadily

Use your leg strength to lift in a smooth, controlled manner. Keep your stomach muscles tight and your head and shoulders up. Avoid jerking and twisting motions.

#### 6. Keep it Close

The closer the load is to your body, the less strain on your back.



#### 7. Move your Feet

Don't twist the trunk; move your feet to turn.