



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 5101.8
4/Safety
11 July 1988

USNA INSTRUCTION 5101.8

From: Superintendent

Subj: BACK INJURY PREVENTION PROGRAM

Ref: (a) OPNAVNOTE 5100 of 8 May 1986; Subj: Navy Back Injury Prevention Program
(b) OPNAVINST 12000.14

1. Purpose. To establish requirements and provide guidance for a special purpose program to reduce and minimize back injuries among civilian and military personnel at the U.S. Naval Academy (USNA).

2. Background

a. Reference (a) indicates, statistically, back injuries account for 33 percent of all lost time claims reported to occupational health authorities. Nationwide, back injuries make up 20 percent of all occupational injuries in the U.S. and cost \$30 billion each year. Analysis of 1987 data indicates that 33.33% of all injuries at USNA were back injuries.

b. Most back injuries are not traumatic; rather, they are caused by repeated stress and strain placed on the musculoskeletal structure of the spine over a long period of time. Back injuries require long periods for recuperation with expensive treatment; therefore, a special emphasis program is being established per the policy guidelines set forth in this instruction.

3. Policy

a. Provide a comprehensive preplacement examination program to identify personnel who have a history of back injuries, and assure personnel meet the physical requirements for their position.

b. Provide follow-up medical care for injured personnel.

c. Provide a job analysis program to determine the actual physical work required by jobs.

d. Establish training programs in back injury prevention and control.

e. Establish a strong management posture to control and reduce back injuries.

4. Responsibilities

a. Director, Civilian Personnel Department (CPD) will:

(1) Research Injury Compensation Claims Records for past injuries on claims before placing personnel in jobs that may aggravate an existing condition.

(2) Assure reasonable physical requirements are established for each position. These physical requirements will be consistent with provisions set forth in reference (b).

(3) Establish an aggressive program to manage and control compensation claims, assuring proper review, processing, and administration.

(4) Establish an effective return to work program including light duty, job restructuring, and rehabilitation.

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(5) Coordinate with the Naval Medical Clinic to schedule preplacement examinations.

(6) Provide support for the training programs referenced in paragraphs 4b(4) and 4c(4).

b. Commander, Naval Medical Clinic, Annapolis will:

(1) Assure appropriate medical support is available to perform preplacement examinations.

(2) Make sure medical support is available to provide medical examinations, treatment, and case reviews.

(3) Establish procedures to assure adequate medical and management review of cases to initiate modification of work or recommend suitable work for light duty candidates.

(4) Coordinate with CPD to provide wellness training (diet, exercise, back care, and stress).

c. Department Heads/Supervisors will:

(1) Establish priorities in a program (based on risk and injury experience) reviewing work assignments to eliminate, as much as possible, repetitive heavy lifting, pulling, and pushing tasks (which account for most spinal disease cases).

(2) Establish a goal of limiting the normal maximum lift a single (unassisted) individual should make. A generally recognized limit for normal unassisted lifting is 40 pounds. Lifting operations in excess of this should be designated to require assistance of other personnel or lifting equipment.

(3) Establish a program to review facilities, operations, and equipment, and initiate operational and other changes to reduce stress and the potential for back injury.

(4) Coordinate with Civilian Personnel Department to establish training programs in back injury prevention. The Naval Academy Safety Department will provide training materials as necessary.

(5) Assure (via mishap reporting system) effective back injury investigations and analyses are conducted to uncover root causes of back injuries.

5. Action. Responsible Department Heads will contact the Safety Manager (3777) and coordinate as necessary the implementation of this program within their departments.


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