

## POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE	REFERENCE NUMBER: 409.04
SUBJECT: FINANCE/RISK MANAGEMENT	INITIAL EFFECTIVE DATE: 08/28/92
TITLE: USE OF BACK SUPPORT BELTS	LAST REVISION DATE:

### ADMINISTRATIVE DIRECTIVE:

The City of Denton will furnish back support belts for use by employees occupying positions identified by each organization as being susceptible to back injuries. The back support belts will be used in a manner consistent with this directive. Failure to comply with this directive shall result in administrative action as outlined in the Occupational Injury Benefit Policy (409.1) Para VIII. D.4. (page 11).

#### I. FUNDING

The cost for the initial purchase of back support belts has been paid by the Risk Retention Fund. Future purchase of belts for new employees or of replacement belts will be the responsibility of the using organization and will be budgeted accordingly.

#### II. PROCEDURES

- A. Back support belts are a mandatory piece of safety equipment for employees who have been issued individual back support belts. Each division shall develop refined procedures that ensure use of the issued belts during any and all periods of physical work activity. Supervisors shall be responsible for compliance with this directive and organizational procedures.
- B. For organizations who have belts of various sizes for issue from a central location, written procedures shall be developed governing mandatory use of belts for specific activities. Supervisors shall be responsible for ensuring compliance with this directive and organizational procedures.
- C. Employees are encouraged to use their issued belt during off-duty activities where such use could prevent an off-duty back injury.
- D. Employees shall be responsible for proper care of their personally issued belt. All belts are washable, and instructions will accompany each belt. Strict adherence to the instructions will increase the useable life of the belts.
- E. Back support belts will remain the property of the City of Denton and will be returned to the supervisor when the employee leaves City employment.

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- F. Employees requesting replacement of a back support belt must do so through their supervisor who will make a determination on serviceability and fit.
- G. Back support belts will be stocked as warehouse material subject to control and regulations provided.
- H. Each organization shall be responsible for issuing back support belts to new employees prior to their assumption of duties involving activities which could cause a back injury.
- I. Individuals wearing back support belts with reflective tape will not be required to wear a reflective vest.

**III. CONCLUSION**

Back pain is the third leading cause of physical limitations and disability in the United States and represents forty (40%) percent of all recorded absences from the work place. From October 1, 1987 through April 1992, back injuries accounted for approximately thirty (30%) percent of all workers' compensation costs for the City of Denton. Use of back support belts during all physical work activity is a proven method of reducing the enormous cost of back injuries.