



Manitoba Operations



STANDARD PROCEDURE INSTRUCTION

Title		SPI 34-44
Back Care Program		
Department	Supersedes SPI Dated	Effective Date
Safety, Health & Environment	NA	September 28, 2010

Context

The Back Care Program provides on-site education and exercise instruction to Vale employees with a history of back pain. It serves to help employees recover from injuries and prevent reoccurrences actively through both supervision and self-management. The program benefits Vale by reducing employees' injury duration and severity, which impacts direct and indirect costs associated with lost time accidents, productivity and worker morale.

1. PURPOSE

- 1.1 To provide a comprehensive program for Vale employees that uses early intervention to reduce the impact of back injuries to as low as reasonably achievable.

2. SCOPE

- 2.1 The Back Care Program applies to all employees of the Manitoba Operations. Preference is given to individuals with back injuries, and those identified as working in jobs at high risk of suffering back injuries.

3. PROCEDURE

There are three major groups that can benefit from the Back Care Program:

- a. Employees with back injuries.
- b. Employees working in jobs identified as being at high risk for back injuries.
- c. Employees interested in back injury prevention.

The following explains in detail how any of the above employees would gain access to and progress through the Back Care Program: (See appendix for flow chart)



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- 3.1 Employee reports back injury or interest in the program. Employees working high risk jobs are identified.
- 3.2 Injured employee seeks medical attention and obtains a FAF if necessary. The employee is responsible for following FAF process to update their work restrictions as necessary.
- 3.3 Nurse Case Managers, Supervisors, Vale Representative, or employees themselves set up a Physiotherapy appointment at Shepell•fghi for a Back Care Assessment.
- 3.4 Physiotherapist determines if the Back Care Program is appropriate for the employee at this time.
- 3.5 If it is not appropriate, other forms of treatment may be pursued. The employee may be referred again at a later date or discharged from treatment.
- 3.6 Shepell•fghi contacts the Vale Representative to make them aware of the new participant. The Vale Representative is responsible for ensuring completion of the Consent Form by the supervisor and the employee.
- 3.7 Vale Representative communicates with the Back Care Instructor regarding approval for employee's participation. Vale Representative provides the Consent Form to the Instructor prior to the employee's first session.
- 3.8 Client is enrolled and date of first session is arranged.
- 3.9 Physiotherapist provides the Instructor with any identified contraindications to exercise and anticipated length of program.
- 3.10 Instructor develops and reviews a customized exercise program with the employee.
- 3.11 Instructor supervises and progresses employees as necessary.
- 3.12 Outcome measures are documented every 4 weeks throughout the program to determine effectiveness.
- 3.13 Ongoing communication between the Physiotherapist, Instructor and Vale Representative regarding participant's progress.
- 3.14 Completion of the Back Care Program is determined by outcome measures, amount of exercise progression and functional status.
- 3.15 Extension of the Back Care Program may be appropriate. This will be determined by the Instructor and Physiotherapist on an individual basis. Approval from the employee's Supervisor is required.
- 3.16 Follow-up questionnaires are completed by the employee at 3, 6, and 12 month intervals after completing the Program.



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4. SELECTION

4.1 Entry into the Back Care Program will be prioritized in the following order:

- 1) Employees with occupational back injuries.
- 2) Employees with non-occupational back injuries.
- 3) Employees working in jobs that are identified as being at high risk for back injuries.
- 4) All other interested employees – dependent on availability and pertinent medical history.

5. SCHEDULING

- 5.1 The employee will be given a schedule to follow once they have been accepted into the Back Care Program.
- 5.2 The schedule will run in consecutive weeks for the length of the Program.
- 5.3 The schedule will be set up with five sessions per two week period. The sessions will run Monday–Wednesday–Friday one week, and Tuesday-Thursday the following week. The rotation will depend on what week the employee starts the Program.

6. ATTENDANCE

- 6.1 Employees are expected to attend all scheduled sessions.
- 6.2 Employees that must miss a session are required to contact their Supervisor and the Back Care Instructor prior to the session.
- 6.3 Employees that miss three sessions without permission will be removed from the Program.



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Approved By	Title
	General Manager, Manitoba Operations
Date	

APPENDIX

