

Steps for a Safe Office Move

GOAL: Minimize bending, lifting and reaching tasks and have an injury-free office move.

☐ Do the following:

1. Complete the online *Safe Office Moves Slideshow*
2. Limit the amounts you handle and pace yourself – don't overdo it
3. Only load a crate that's on a dolly or on another full crate on a dolly
4. Think before you lift:
 - If you need to move a heavier item (e.g., a box full of files) ask for another person to help you or leave it for the movers
 - Ask your supervisor if you need further assistance
5. Lift properly: Use good posture and bend your knees when lifting and placing; use your legs, not your back
6. Place boxes/containers out of aisles and walkways so they won't be a tripping hazard or impede egress

☐ Do not:

1. Move furniture or heavy boxes/items
2. Move materials that don't belong at the new location (e.g., materials that should be recycled, archived or salvaged)
3. Stand on a chair/furniture to retrieve items stored at heights (Use a ladder or have Labor Pool pack these materials)
4. Push boxes with your feet or pull them across the floor
5. Work from a ladder alone (Use 2 people)
6. Use a hand truck or wheeled cart to move items unless you have your supervisor's permission (These would probably be best moved by Labor Pool)
7. Stack loaded crates more than 3 high

After settling in at your new location, complete the *Working Safely in Your New Space Checklist*.