

# Office Packaging & Moving: Do's and Don'ts

## DO:

- ✓ Try to divide the heavy and light items to make each box easier to manage.
- ✓ Stack cartons and supplies carefully so they won't fall.
- ✓ Grab small handfuls of files at a time.
- ✓ Use a ladder or step stool to reach high objects.
- ✓ Ensure boxes are secured at the bottom.
- ✓ Keep hallways and walkways clear of clutter.
- ✓ If you do not have a cart, improvise by using a chair with wheels to move heavier items.
- ✓ Ask for assistance when moving heavy items.
- ✓ When possible use the elevator rather than carrying materials via the stairs.



## DON'T:

- X Do not lift boxes above your shoulder.
- X Leave boxes and other materials in aisles.
- X Keep file and desk drawers open.
- X Block emergency exits.
- X Carry loads you can't see over.
- X Do anything you are medically restricted from doing.
- X Move furniture other than a chair.
- X Stand on a chair to reach high objects.



# Safe Lifting

## 1. Think before you lift:

- Is there any way to lighten the load?
- Is help available?
- Can a mechanical aid be used?

## 2. Get close:

- Stand with feet shoulder width apart or one foot in front of the other.
- Get a good grip on the object.



## 3. Bend your knees, keep back straight, chest forward and head up:

- Lift load by pushing up with your legs.



Proper method



Incorrect

## Other Tips:

- Don't twist the back...keep your "nose between the toes."
- Keep the load close to your body.
- Take frequent breaks from repetitive lifting.