When your department is planning to move:
An Ergonomics Checklist

A proactive, organized approach to moving, whether for entire groups or for individuals, can help prevent move-related injuries. Some injuries may result from lifting or twisting in the process of packing, moving, or unpacking. Other injuries may develop following a move if the workstation has not been set up to fit the user. Consider these tips to help ensure a safer move.

Before the Move:

✓ Assign a Coordinator and Move Team to plan, coordinate, and oversee the move and its aftermath.

☐ Identify a coordinator and team members to develop moving plans and timelines, keep employees informed, provide packing materials and aids, and hire work crews for the move.
☐ Involve your computer workstation evaluator(s). Identify additional ergonomic evaluator candidates for training, if assistance is needed.

Move Coordinator: __________________________________________________________
Team Members: ____________________________________________________________
________________________________________________________________________

✓ Communicate with affected employees early and often.

☐ Notify employees of moving plans and actual dates as soon as possible.
☐ Share information about their new location and seek their input on new workspace set-up, including layouts of offices or cubicles.
☐ Clarify who is responsible for different aspects of the move, including employees’ responsibilities, and provide clear directions.
☐ Let employees know where they will be working on moving day.

✓ Assess and address furniture issues well in advance.

☐ Are you buying new furniture? If yes, provide furniture that is height adjustable. This is more cost-effective in the long run and provides a good way to fit the workstation to the user.
☐ Are you moving current furniture? If yes,
• Ensure employees that equipment specific to their work needs will get moved to the new location.
• Take workstation height measurements for work surfaces, keyboard height, and knee clearance for all employees if their set-up has worked well for them. This may be done by employees or by department computer workstation evaluators.

(continues on page 2)
• Ensure that special requirements needed for employees with disabilities, such as wheelchair access or hearing or sight impairment, are identified and included in the planning.
• Draw room layout diagrams, if needed, to post on office walls for movers the day of the move. This can be done by employees or move team members.

☐ Are you using furniture that is already at the new location? If yes, assign the computer workstation evaluator(s) to make an appointment to look at the furniture. They can identify any special ergonomic considerations that need to be addressed prior to the move.
☐ Contact Ergonomics@Work at 643-2540 for consultation with specific issues or concerns.
☐ Take the above furniture considerations into account when planning your moving date.

✔ Provide staff with the training and tools they need to pack and unpack safely.

☐ Schedule a Smooth Moves workshop for staff a few days before they begin packing. Contact Ergonomics@Work at 643-2540 to schedule training.
☐ Order moving boxes and moving labels in advance. Larger boxes can be awkward and too heavy to lift when packed.
☐ Ensure that moving aids such as carts, dollies, and stepstools are available and easily accessible for staff use. Encourage staff to help each other with two-person lifts whenever help is needed.
☐ Order extra dumpsters for employees cleaning out and disposing of items before moving.
☐ Establish common areas where employees may take unwanted equipment.
☐ Encourage employees to take breaks during the moving process. Like any change, moving can be stressful.

On Moving Day:

✔ Ensure that furniture and equipment are installed safely and appropriately.

☐ Post room layout diagrams on office doors to ensure the movers know where to place furniture.
☐ Be sure work surfaces are installed according to previously identified workstation height measurements. Set up keyboard trays and desk space appropriately to accommodate right- or left-handed employees.
☐ Make sure that cabinets and bookcases over 4’ in height are seismically secured.

After the Move:

✔ Identify and address additional ergonomic needs.

☐ Ask employees to complete a Personal Workstation Checklist (available online at http://www.uhs.berkeley.edu/facstaff/ergonomics/computer/ergcheck.shtml) and give it to their supervisor or department computer workstation evaluator as soon as possible after the move.
☐ Allot time for department evaluators to review Personal Workstation Checklists and perform workstation evaluations for employees, prioritized according to Personal Workstation Checklist responses.
☐ Ensure recommended workstation modifications are implemented as soon as possible.
☐ Contact Ergonomics@Work at 643-2540 for consultation on specific concerns, if needed.

11/06