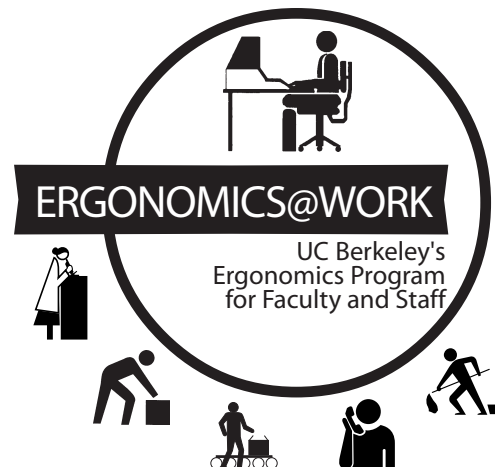


# When your department is planning to move: An Ergonomics Checklist

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: \_\_\_\_\_

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### ✓ **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.

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- 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.