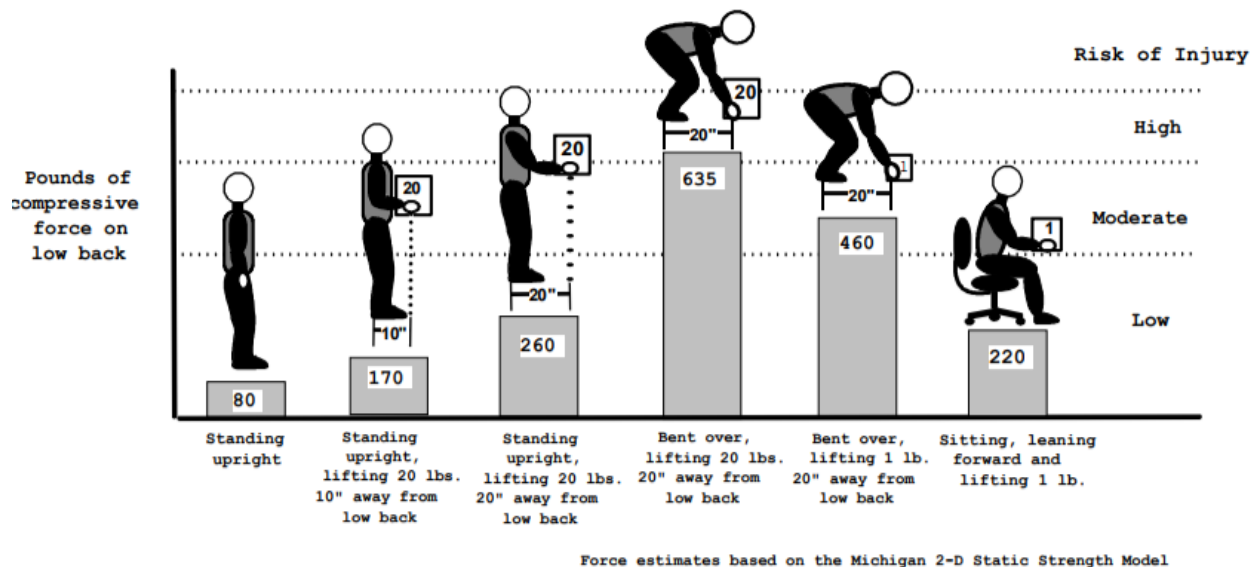


SMOOTH OFFICE MOVES

In preparing to move to a new workspace or building, you will be required to pack up your office by purging files and placing items in moving boxes. Most people tend to bend forward at the waist while purging files, lifting moving boxes and the small blue recycle bins placed on the floor. To reduce the risk of injury, follow the guidelines below.



Key things to remember when packing up your office:



1. **Avoid lifting from the floor:** Place the small blue recycle bin on top of the desk or chair when filling it up. Elevate the empty moving boxes and check the packing weight as you go along. Don't make the boxes too heavy. There will be less tendency to bend forward at the waist when lifting and moving these items.



2. **Lower your body safely:** Bend your knees or go down on one knee to access items placed in lower file drawers or on book shelves. *Don't sit in a chair and bend forward at the waist.*



3. **Keep the load close:** As the above diagram shows, there is less stress on the low back when you hold the load close to your body in an upright posture.



4. **Plan ahead:** When deciding to lift something, determine how you will lift, carry and place the item before you do so. Test the weight of the load before you pick it up. Ask for help when you need it, and whenever possible, use a cart, hand truck or other mechanical device to move the load for you.



5. **Use a step ladder:** When reaching for and moving items placed over your head, use a step ladder to make it easier and safer. If the item is heavy, hand it down to a co-worker before descending the steps.

Campus Resources

Be Well at Work Ergonomics website: <http://uhs.berkeley.edu/ergonomics>

Be Well at Work Faculty/Staff website: <https://uhs.berkeley.edu/bewellatwork>

Computer Health Matters ergonomics awareness training: Online/in-person training: <https://uhs.berkeley.edu/facstaff/ergonomics/classes-workshops>. Call 642-5549 to schedule training in your department.

Medical care for work-related health problems: Call the Occupational Health Clinic at 642-6891