



Date: 10/13/09

Toolbox Talk #27

# OFFICE MOVE

## Follow these steps when preparing for an office move:

1. Schedule enough time to pack over several days, avoid long packing sessions.
2. Get adequate rest, fatigue induces injury.
3. Identify items others will handle.
4. Plan so pathways will be open.
5. Order right sized boxes (small for heavy items)
6. Obtain a stepstool for over shoulder reaching.
7. Get a cart, if necessary, to position and move boxes.
8. Stage a recycling box for purged paper.
9. Use appropriate lifting and bending techniques: tighten your abdominal muscles and bend at the hips, maintaining the natural curves in your back —lift with your knees and not with your back—turn with your feet to prevent twisting your body.
10. Use proper carrying techniques: test item for reasonable weight—hold item close and waist high—keep view unobstructed by items.
11. Use proper packing techniques: use both hands—grip small amounts that are neither too heavy nor too awkward —bend at the hips when reaching— avoid over-reaching— use a step stool when reaching over shoulder height.
12. Spring clean—do you really need to take it all with you?
13. Leave frequently used items until the end.
14. Label your boxes both for destination and for contents to aid unpacking.
15. Mark those boxes with items needed immediately after the move.
16. Let movers handle items they are scheduled to move.
17. Keep pathways clear in and near your office.
18. Pack from the top down and unpack from the bottom up to keep cabinets stabilized.
19. Use a cart or dolly, or have co-workers help move heavier items.
20. If filled boxes would be too heavy, only partially fill boxes.
21. Place packed boxes in a location that will minimize bending and twisting.
22. Take breaks and use several shorter packing periods during the day. Mix packing with other activities.
23. Spread unpacking over several days and take breaks.



Lift Safely: Bend at the knees lift with the legs



Ensure boxes/ materials are not blocking egress routes

### Environmental Health and Safety

**Cambridge Campus**  
46 Blackstone St.  
Cambridge MA, 02139  
(617) 495-2060

**Longwood Campus**  
4 Blackfan Street  
Boston, MA 02115  
(617) 432-1720

### Potential Hazards:

Strains and Overexertion – Always use proper lifting techniques.  
Slips, Trips & Falls– Ensure pathways are free of obstructions