

MOVING TIPS....

So we are going to be moving!

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INTRODUCTION

- When most people think about job safety and hazards in the workplace, they think about construction and manufacturing work environments. Office hazards are either forgotten or ignored because many people think the hazards are minor when compared to the hazards of other work environments.

HAZARDS

Office personnel are exposed to chemicals, lifting hazards, ergonomic issues, slip and trip hazards, cuts, etc.



And now that you are moving, it is a good time to review ...

Overview of Accidents: So far this year BNL has experienced....

- 13 DOE Reportable cases
- 17 first aid cases
- 7 DARTS

At least 2 injuries have been a result of moving

- An employee needed to remove a box in the middle of a stack of boxes. As he removed that middle box, the heavy boxes on top fell onto his thumb, tearing a ligament. He required surgery, making this case recordable and DART.
- An employee was moving furniture and boxes. He experienced muscle strain in the left forearm, which did not improve. He went to the clinic and was put on restricted duty.

Several have been trips, slips and falls

- An employee tripped and fell on the sidewalk, injuring her left knee.
- An employee walked up a handicapped ramp, caught her foot in a crack and fell, injuring her right wrist.

Other injuries included

- An employee reached into a metal cabinet and lacerated his left index finger.
- An employee struck her right knee against a cabinet door while putting away supplies.
- An employee was putting binders together, punching paper with a three-hole punch and bruised her left wrist.
- An employee lacerated his finger while cleaning out a trash can in his office. Prescription medication was required making this case recordable.

So in moving to the new building

....you will face health and safety concerns that you don't face every day.

Following are some tips to help you remain safe and healthy during your move.

How to plan for the move



- Take an inventory of what you have.
- Inspect all areas to ensure that nothing has been missed.
- Move only items of use or value to you and your new office.



Is it in good condition and will it fit?

- Be sure that all equipment that you are moving to the new space is in good working condition.
- Also, make sure that what you move will fit in the space available.

Planning



- Dispose of unwanted materials appropriately. Put aside furniture, supplies and equipment that are in good condition, but no longer needed. Someone else on site may be able to use them.
- It is suggested that you take home personal items, especially breakable ones. You may bring them to the new location after the move.

Organize

- Organize office files for packing and transportation
- Pack from the top down
- Discard unnecessary items



Pay attention to surroundings

- New hazards may be introduced when moving
- Trip and fall hazards due to clutter from boxes, furniture, hand trucks, etc.



- Obstruction of thoroughfares, corridors, hallways, etc. (KEEP ISLES CLEAR.)
- Busy hallways can be hazardous when employees walk quickly or turn corners sharply. Collisions will occur and someone will be hurt.
- Slow down.

Pay attention to...

- Manual material handling issues such as lifting, shifting, pushing, pulling, packing, unpacking, etc.

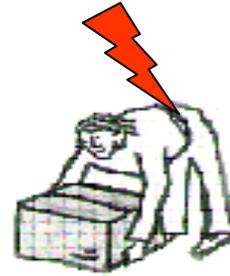
Plan your lifting task

- Size up the load and check overall conditions
- Check route for clearances and obstacles
- Use a handcart or dolly, etc. when possible
- Break down large and heavy loads
- Know your limits
- Seek help if necessary
- Take extra care with awkward tasks



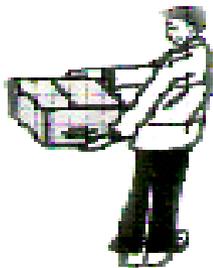
Lifting

- Remember to use the "5" L's of Back Safety
- Load
- Lungs
- Lever
- Legs
- Lordosis – keep your back straight



Carry

- Hold the load close to your body
- Look where your are walking
- Take extra care carrying up and down stairs
- Don't twist your body, move your feet to turn



DON'T!!!

Lower

- Bend your knees to lower the load
- Don't trap your fingers and toes
- Pull it down first, then slide it into place
- Don't over-reach or stretch



Potential Hazards: Situations where they must perform unexpected exertions

- This can happen when:
 - A box weighs more than expected.
 - The box falls apart, creating the need to perform quick and unexpected actions to save the load.
 - Boxes stick together and additional force is needed to separate the boxes.
 - Poor footing or slippage causes the load to be supported in an unexpected or awkward posture.
 - Quick motions occur while holding the load.

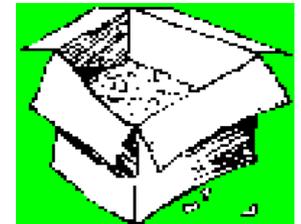


Some packing and lifting tips

- Make sure that the proper dumpsters are close by for the disposal of unwanted items.



- Before packing, make sure that all boxes are taped properly to ensure that the box will not collapse when moved.



- Pack from the top down
- Unpack from the bottom up to keep cabinets stabilized.

Housekeeping

- When packing make sure to keep the hallways clear from clutter. Boxes and containers can be placed in a common area if there is not enough room in the work space to pack and store them.



- Make sure the boxes are not stacked too high. If you need to retrieve a box, make sure to unstack the boxes to get clear access.

Cut Hazards

- Even an office environment has hazards that can cause cuts and lacerations. It is important that employees are aware of these hazards and take the necessary steps to protect themselves.
 - Wear gloves to prevent paper cuts
 - Use the appropriate scissors or tools to cut tape and open and close boxes

Supplies

- Be sure you have the appropriate moving supplies on hand (boxes or containers, markers, labels, tape, hand carts, etc.)
- Label boxes clearly. Mark the box if it must remain upright or if the box contains breakable items.
- When lifting, remember that boxes should be closed and taped shut.
- Do not over pack containers. They should be light enough for one person to carry safely.

Carrying boxes....

- When carrying a box, WATCH WHERE YOU ARE GOING !



- Whenever you carry a load, make sure you can see over or around the load. You do not want to trip over an object or slip on a wet floor because you could not see where you were going.

Boxes continued

- Use smaller boxes because large and oversized cartons are awkward to lift without assistance.
- Use assist devices such as hand carts whenever possible
- Know when to ask for help!



Boxes continued

- If filled boxes will be too heavy only partially fill the boxes
- Place packed boxes in location that will minimize bending and twisting
- Take breaks and use several shorter packing periods during the day.
- Pack over a several day period.

Clothing

- Wearing appropriate clothing is important because dropping items on an open-toed shoe or loose clothing getting in the way may cause an injury.



Ouch!



OK!!!



Lifting

- Use good lifting techniques - when lifting items off a surface lower than the waist, remember to squat to lift instead of bending.
 - Squatting uses the legs to raise the item while bending places greater strain on the back.
 - Do not twist or reach, do not lift boxes above your shoulder, and get as close as possible to the box before attempting to lift.

Other precautions when moving books and paper

- In addition to the safety hazards (falls, trips over boxes), and lifting concerns, you may experience problems with dust and mold, especially if papers or books have been stored for awhile.
- *Imagine* all that dirt and dust from antiquity!

Clothing

- Wear gloves (to prevent paper cuts) and a disposable dust mask if dust is visible or if you have allergies



- Where possible, dust and clean items before moving them to the new building
- Wear clothing that can be machine washed.



Summary

Reduce Exposure To Ergonomic Risk Factors

- Plan
- Lift Safely
- Practice Good Housekeeping
- Have the right equipment

While unpacking and after the move

- When storing items, place frequently used items in easy reach.
- Items requiring a reach above shoulder level should be relocated or accessed from standing position or by using a step stool.
- Make sure items under work surfaces do not cause leg clearance issues or block your knees as this can result sitting at an angle and twisting or banging your knees.

Adjusting your workstation

- If you experience discomfort after setting up and working with your new workstation, notify your supervisor as soon as possible to arrange for an ergonomic evaluation. It is important that you do not wait.
- Remember, your chair and keyboard tray can be adjusted!

Other issues

- You are moving into a new building and will be located on the second floor.
 - Know the locations of exits. You will either take stairs or use the elevators.
 - For stairs, use the handrails going both up and down the stairs.
 - For elevators, be aware of emergency procedures. A phone is located in the elevator.

FRAs and JRAs

- A draft JRA is in the process of development for moving. Items discussed in this presentation will be included. If you have any additions please let us know.
- An FRA has been developed for Building 400. We will hand it out.
- An emergency plan is being developed by teams from each group in the building. This is being coordinated by Joanne Giambalvo, the building coordinator.