

## Workplace Safety – Office Move

There are a variety of hazards that may arise during an office move. Strains from manual material handling and slips, trips and falls are two common causes of injuries. Consider the following tips to maintain employee safety during the next move.

1. Dress for the occasion. Wear comfortable clothes and proper shoes.
2. Provide adequate time to pack, preferably over several days, to avoid long packing sessions.
3. Keep boxes as lightweight and manageable as possible. Try to spread the weight evenly in the box.
4. Keep your path of travel clear. Do not place items in hallways, near doors, on staircases, etc., and do not leave file cabinet drawers open.
5. Pack heavy items in small boxes.
6. Use a stepstool for over shoulder reaching tasks.
7. Use a wheeled cart or dolly to help move items over longer distances.
8. Use proper body mechanics when bending and during lifting activities. Remember to bend at the knees, keep your back straight and use your leg muscles to lift. Use both hands to grip items. Always get help when in doubt.
9. Don't forget to take breaks.
10. Let professional movers handle items that they are scheduled to move. Do not attempt to move other items that should be moved by a moving company

**The CompWest Difference**  
CompWest customers are assigned a dedicated loss control consultant to identify and address loss trends while serving as a safety resource.

Contact your CompWest loss control consultant for further assistance.

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