



MOVING STUFF

is something we all do at one time or another. It may be a regular job duty for some people, such as restocking supplies or moving computer equipment. For others, MOVING stuff is infrequent, such as packing for an office move or picking up a box left by a delivery service. Whatever the case may be, MOVING involves physical activity such as lifting, carrying, reaching, pushing or pulling. When any of these actions are done improperly, it can lead to a strain or sprain injury. Slip, trips or falls are also risks associated with MOVING. Please read the following tips to avoid injury and ensure you are MOVING safely.

MOVING TIPS!

- **Use Material Handling Equipment.** MOVING items that are heavy, large or awkward with a dolly, hand truck or cart can ease the physical stress on the body.
- **Travel by Elevator.** When possible, avoid stairs and use an elevator even if it takes a little more time. Carrying items up or down stairs may result in a slip, trip or fall.
- **Stay Within Your Ability.** Unsure whether you can lift something by yourself? Ask for help.
- **Let It Go.** If a load shifts or something begins to fall, let it drop. UO employees have sustained strains, bruises, lacerations and even fractures while trying to catch something that was falling.
- **Supportive Shoes.** Wear shoes that will maximize your stability. Closed toe shoes will help avoid injury if something is dropped.
- **Use Good Body Positions.** This includes:
 - **Elbows Close.** When possible, keep the elbows within 6" from the side of the body. Reaching further away from the body, increases stress on the arms, shoulders, neck, and back.
 - **Keep the Back Straight.** Maintain the natural curves of the back. Avoid rounding the back or slouching.
 - **Shift the Load.** When carrying an item, shift the load slightly to one side (elbows still close) to open up your sight lines. This allows you to see the ground/floor in front of your body and avoid any trip hazards in your path.
 - **No Twisting.** Don't twist at the neck, back/waist, or knees. Instead, turn the body. Step or pivot in the direction you are moving rather than twisting the body.

WHAT TO DO

- Check with your supervisor or department to find out what material handling equipment is available.
- Report injuries to your supervisor immediately and follow university reporting requirements <https://safety.uoregon.edu/injuryreporting>.
- For help with large items or moving support, call Work Control 6-2319.



Use a cart. Elbows close to the body.



Shift the load slightly to the side so you can see in front of you.



Don't twist. Instead, turn your full body.

