MOVING BACK TO CAMPUS
begins this summer for many university employees who have been working remotely. Transitioning back to campus may include returning office furniture, computer hardware, supplies, file boxes, and similar items. People may be reorganizing, getting supplies, relocating furniture or doing other activities that require MOVING. In all these cases, MOVING will involve physical activities such as lifting, carrying, reaching, pushing or pulling. These actions can impact the body and often lead to strains, sprains or slips, trips and falls. Please read the following tips to help support a safe return to campus.

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 trip, slip 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. Many injuries have occurred on campus when trying to catch something falling. Injuries have included strains, bruises, lacerations, and fractures.
• **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 the trip hazards in your path.
  - **Avoid 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](https://safety.uoregon.edu/injuryreporting).
• For help with large items or moving support, call Work Control 6-2319.

Safety and Risk Services
1260 University of Oregon
Eugene, OR 97403
safety.uoregon.edu

Environmental Health and Safety
ehsinfo@uoregon.edu
541-346-3192

Ergonomic & Safety Coordinator
Phone: 541-346-8084
Web: [https://safety.uoregon.edu/ergonomics](https://safety.uoregon.edu/ergonomics)

*Does not act in place of official training. Contact EHS.

Updated: 8/21