

PACKING & MOVING TIPS

If time allows, pack over a period of time. This allows you to work alternately on other tasks using different muscle groups.



Know where you want to place the object and be sure the destination and path are clear of obstacles.

Room/content information on boxes can help reduce excess handling.

Avoid bending and lifting from the floor by placing boxes to be filled at waist height whenever possible.

Don't twist when filling or moving objects. Pivot with your whole body.

Don't lift multiple books or binders at one time.

Mix heavy and light objects in boxes to obtain a better overall distribution of weight.

Wear comfortable shoes and clothing that allows for proper body mechanics.

Check the object for sharp corners or other potential hazards.

Pick up a corner of the object to check the weight. Know your limits and ask for help if the object is too heavy, bulky or awkward shaped.

Hold objects close when lifting or moving.

Store heavier or frequently used objects at or near waist height. Lighter items can be stored on lower shelves and the lightest items can be placed overhead if no room is available below.

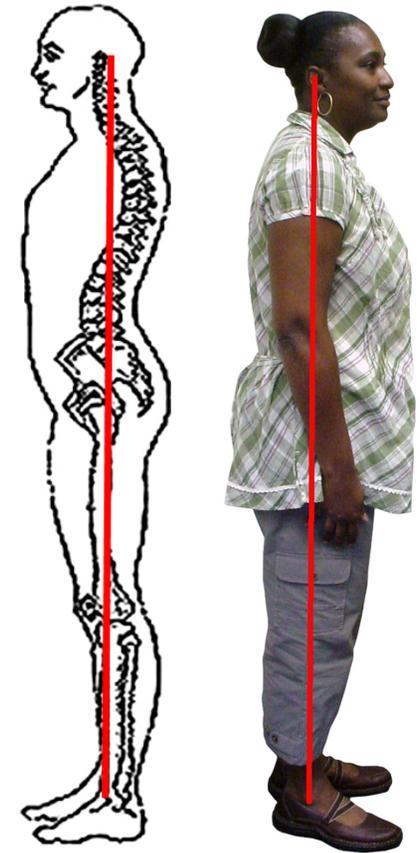
ENVIRONMENTAL HEALTH & SAFETY

PO Box 112190
Building 104/Newell Drive
Gainesville, FL 32611-2190

Phone: 352-392-1591
Fax: 352-392-3414
Web: www.ehs.ufl.edu



Back Safety 24/7



UF Environmental
Health and Safety
UNIVERSITY of FLORIDA



Back Safety 24/7

Maintain the natural curve of the spine.



Imagine a line running from your ears through your shoulders, hips and knees to your feet. That line represents correct standing posture.

Know your limits. Pick up a corner of the object and check the weight. If something is heavy, bulky or awkward shaped, **STOP** and ask for help.



Follow these steps for safe lifting:

1. Move close to the object and separate your feet shoulder-width apart with one foot slightly forward for balance.
2. Bend at the knees, while maintaining the natural curve of your back. Pull the object close to you, using your arms to support the object.
3. Tighten stomach muscles to help support your back while lifting.
4. With a firm grip on the object, lift with your legs. Maintain the natural curve of your back while your legs do the lifting.

To place an object below waist level, follow the same procedures in reverse order.

Twisting your back while loading/unloading can have painful consequences.



Pivot with your whole body when loading/unloading, pointing one foot towards the surface the object is coming from and the other in the direction it's going to.

Your power zone for lifting is close to your body and between mid-thigh and mid-chest. This zone is where your arms and back can lift the most with the least amount of effort.



Use a handcart or other lifting/moving device for large or heavy objects.

Golfer's lift for very light objects:

1. Lean over the object.
2. Hold onto something for support.
3. Bend one knee slightly.
4. Extend the other leg back.



To place an object above waist level:

1. Move close to the destination.
2. Separate your feet with one foot forward.
3. Tighten your stomach when lifting.
4. Lift with your elbows at your side and reposition your hands as needed.



More back safety tips:

Squat or go down on one knee to work on low items such as working with low equipment, putting a collar on an animal, using the bottom file drawer, or getting pots and pans out of the lower cabinet at home.



It may be easier to shoulder some objects.

When standing for extended periods, raise one foot on a support and change legs periodically.



When team lifting, both parties need to lift at the same time.



When sweeping, moping or raking, separating your hands will use the larger muscles in your arms. Don't stand in one place, overreaching and bending at the waist. Move with the broom, mop or rake.

Plan ahead and don't hurry. Know where you want to place the object and be sure the destination and path are clear of obstacles.

The goal is to maintain the natural curve of your spine throughout the day.

