

# EH&S Guide for Office Moves

**Purpose:** This guide is designed to assist department administrators and supervisors by providing occupational health and safety tips for office moves. Contact EH&S (723-0448) for any questions.

**LOCATION:**

**MANAGER/SUPERVISOR NAME:**

## PREPARATION FOR THE MOVE

### Workplace Design and Furniture

If new furniture is being purchased for the move, consult with the University's <a href="#">Ergonomics Program</a> to ensure appropriate furniture is selected. See the <a href="#">Stanford EH&amp;S Approved Ergonomic Products Catalog</a> for product recommendations.	<input type="checkbox"/>
If existing furniture is being moved, communicate with employees to ensure their equipment needs will be met at the new location. Consult with the <a href="#">Ergonomics Program</a> to ensure employees move to a new workplace that allows recommended working postures.	<input type="checkbox"/>
Ensure workstations are designed for any employees with special needs.	<input type="checkbox"/>

### Employee Training

Management should schedule the "tailgate" training <i>Office Safety Tips 01: Back Care</i> for employees who will be involve with lifting and moving activities. This training should be scheduled before employees begin packing. <a href="#">Contact EH&amp;S</a> for the training kit.	<input type="checkbox"/>
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### Moving Tools

Acquire mechanical aids such as carts and hand trucks (for employee use) to minimize manual handling during the move.	<input type="checkbox"/>
As needed, schedule <a href="#">Labor Services</a> assistance for larger items.	<input type="checkbox"/>
Ensure all furniture/move boxes are clearly marked with their appropriate destination.	<input type="checkbox"/>

## NEW FACILITY WALK-THROUGH

Use the <a href="#">General Workplace Inspection Checklist</a> <sup>1</sup> to identify and correct workplace hazards.	<input type="checkbox"/>
As needed, open windows/increase ventilation to help mitigate new furniture odors.	<input type="checkbox"/>
Ensure room layout diagrams are posted to make sure furniture/equipment is delivered to or installed in the proper location.	<input type="checkbox"/>

## AFTER THE MOVE

Employees should complete the <i>When You Arrive...</i> office move checklist upon arrival to their new workstation and report deficiencies requiring correction to their supervisor.	<input type="checkbox"/>
Employees shall be made aware of the facility's emergency evacuation plan.	<input type="checkbox"/>
As appropriate, collect user manuals for all equipment and furniture for staff reference.	<input type="checkbox"/>
As appropriate, consult with EH&S for follow-up.	<input type="checkbox"/>

## RESOURCES

[Environmental Health and Safety](#) 723-0448 • <http://ehs.stanford.edu>  
 EH&S programs include: [Ergonomics](#) [Occupational Health and Safety](#) [Emergency Preparedness](#) [Fire Safety](#)

<sup>1</sup> Form available at <http://www.stanford.edu/dept/EHS/prod/training/checklist/gencheck.pdf>