

Safe Work Procedure: Moving Furniture

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	Nov.15, 2023	Annually

Potential Hazard	Risk level
Awkward/sustained postures - bulky, awkward	High
Forceful exertions - heavy loads	High
Sharp points/edges	Medium
Pinch points - Fingers jamming	Low

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> Gloves when there is rough material or sharp edges Two people are required to lift large, bulky, or heavy items over 20 kg, or if exertion to move an item would require more than moderate effort 	<ul style="list-style-type: none"> Safe lifting orientation

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

- Assess the load. Do not attempt to lift or carry heavy or awkward loads by yourself. Use a lift aid (wheeler, cart, etc.) or get assistance.
- Wear gloves when lifting or moving sharp-edged or rough materials. Beware of any pinch points (such as desk drawers or table leg mechanisms).
- To slide or roll objects or furniture away from you, try to keep your back straight and weight shift with your whole body rather than using only your arms. Whenever possible, push objects or furniture rather than pulling them because this allows a safer back position.
- When moving furniture slightly or adjusting the furniture's position, sometimes it's effective to place your leg against the item and lean against it.
- If possible, ensure there is enough room to lift properly and travel by removing any obstructions.



Proper lifting and carrying procedures are to:

- Use a wide stance either side to side or front to back (lunge position). Get close to what you have to lift.
 - Get a good grip before lifting.
 - Bend your knees and hips.
 - Try to keep your back straight, shoulders back, and elbows in.
 - Lift by pushing with your legs. If using a lunge position, push more through your front leg.
 - Don't hold your breath.
 - Keep the load close to your body when lifting or carrying.
 - Turn by taking small steps with your feet. **Do not** twist your back when lifting, lowering or carrying.
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- When two or more people are lifting or carrying a load, the method for handling the object should be decided before lifting, and one person should determine the count to lift.