Planning and communication

- Identify the relocation coordinator (typically the department manager) who will be the main point of contact and responsible for organizing the relocation in conjunction with CM.
- The relocation coordinator to schedule time for CM and/or removal company to perform an office walk through and outline the specific requirements for the move.
- The coordinator to provide at least one month's notification (email and verbal) to all staff noting when the move is scheduled, staff requirements / responsibilities and the training and equipment available to them.
- Schedule time to perform a presentation to all staff from CM/removal company on the details of the move with manual handling information included.
- Determine how communal areas / items will be packed and develop a roster if staff are required to assist with packing/cleaning these areas.
- Advise staff of the general physical requirements for the move outlining they will need to lift, push, pull, bend, carry and hold items weighing up to 10kg. Encourage staff members to advise if they anticipate any difficulty meeting these requirements.
- Ensure there are regular updates provided to staff with timeframes for completion of major tasks and any changes to their responsibilities.

Practical guidelines

- Staff to pack small office items (10kg maximum) including diaries, calendars, personal items, files, stationary, mouse, phone and keyboard.
- Staff are not to move heavy items or office furniture weighing over 10kg including chair, monitor, computer tower and filing cabinets.
- Ensure boxes provided to staff are of adequate size to avoid weight exceeding 10 kg per box (safe lifting limit 16kg – Worksafe WA).
- Employees to clearly label the box with their name and contents and ensure they are closed and secured prior to storing.
- Identify where packed boxes will be stored and ensure this location does not inhibit access or present a trip hazard. A suitable location would be near the perimeter of the office where traffic is minimal or in a room which is not frequently used.
- Employees should be encouraged to transport boxes to storage area using trolley or cart provided.
- Ensure there is adequate storage space and advise that boxes are to be stored between ankle and shoulder height.
• Encourage employees to plan ahead and commence packing gradually to avoid rushing and overloading the body
• Encourage staff to use this opportunity to discard items that are broken or no longer required

• Equipment and Assistance
  • Ensure an adequate supply of packing equipment including boxes of appropriate size and condition, tape, scissors and labeling gun
  • Ensure assistive equipment is available to assist employees with packing including trolleys, carts, step stools and gloves
  • Ensure an adequate supply of cleaning products and bins for rubbish and recycling
  • Identify staff members with existing injuries or medical conditions that may require additional assistance and support
  • Where staff members are unable to pack their office due to illness / injury (medical certificate to be provided) CM are to complete the physical tasks associated with packing and relocating offices for the employee
  • Encourage staff to wear suitable clothing when they intend to pack their office – closed toe shoes and unrestricted attire

• Training
  • Ensure staff have completed the UWA online safety induction
  • Schedule presentation from CM outlining details of the office relocation and manual handling considerations
  • Provide link to WorkSafe WA presentation on Manual Handling and request all staff review it prior to the move
  • Safety and Health can arrange tailored manual handling training to the work area on request

*CM = Campus Management