

 STANISLAUS COUNTY COMMUNITY SERVICES AGENCY	Developed by/Date: Per Old DSS Manual Prior to 2002, Rev. 6/09	Page: 1 of 1	Number: 5.7
	Reviewed by/Reviewed Date: CSA Exec Team 7/6/09	Replaces:	Category: Safety and Security
Title: Moving Equipment		Approved: 7/6/09	

Policy
 Procedure
 Guideline

Purpose

The Community Services Agency sets the standard procedures for all employees regarding the moving of equipment.

Definition

CSA employees are expected to follow the proper procedures set in place to keep employees from injury.

Procedure

- A. The moving of equipment, furniture and heavy boxes is to be done solely by Office Services or other authorized staff. Other employees should not move bookcases, filing cabinets, boxes of paper, printers, personal computers or any heavy equipment.
- B. When you change workstations, packing boxes will be provided. Caution should be exercised in packing, so that you never lift a full box. Place empty boxes where they can be packed and left in place until Office Services is able to move them. Do not have more than four boxed in a stack.
- C. When lifting any other object, be aware of your limitations and use proper technique. Training in Office Ergonomics and Back Safety is available.
- D. If you have medical restrictions that may prevent you from performing the duties of your job, it is your responsibility to provide your supervisor with a medical statement from your doctor.