



## TEACHERS - END OF SCHOOL YEAR - May 2019

It's that time of year again...the end of the school year is just around the corner.

### Packing Boxes:

- Use sturdy boxes designed for moving. Use packing tape to reinforce boxes.
- Avoid using oversized boxes, as they tend to make loading and transporting more difficult. Place heavier items on the bottom. Limit the weight, don't over pack.
- Avoid packing hazardous materials such as cleaning chemicals, aerosol sprays, etc.



### Carts & Dollies & Ladders:

- Don't strain your body - USE carts/dollies whenever possible.
- Don't over load the cart or dolly; take more than one trip just to be safe.
- Know the weight of capacity of the cart or dolly. Look for a label on the unit.
- Place heavier items on the bottom.
- PUSH - don't pull - you will have more control of the weight.
- If it's too heavy, GET HELP - ask someone to help you.
- Ask for a Ladder when removing items from high up on walls. DO NOT stand on a chair or desk.



### Lifting Techniques:     **Remember the following 3 steps!!!**

1. Squat - all the way down with one knee slightly higher than the other.
2. Lock - your spine into a straight vertical position by keeping your chin up and shoulders back.

3. Lift - with your legs, not with your back.



*It only takes a minute to make a safe choice.  
It takes a lot longer to recover from an unsafe one.*