Safety Concerns

We want everyone to be safe throughout this move. There are a number of things YOU can do to ensure your own safety and that of your coworkers. Among these are:

**Wear good, protective shoes.** Tennis shoes are all right, but stronger shoes are recommended. Open-toed shoes are not acceptable under any conditions.

**Be careful pulling, pushing, lifting, etc.** Use your body weight and leverage.

**Be careful when pushing carts.** They are heavy. It is hard to get them moving, but once they are rolling, they move very smoothly. Watch out when approaching a corner. Don’t get your fingers pinched between carts, or between the cart and a wall. When you are walking, watch out for oncoming carts, particularly at corners.

**Trade out jobs.** This is the responsibility of the team leader. Change the work you are doing to avoid repetitive stress.

**Work smoothly.** We need to work fast, but you will find that the best way to achieve speed in this kind of work is to get into a rhythm and stick with it. Smooth makes you fast. Fast just makes you tired. Tired makes mistakes.

**Work carefully.**

From MOVING YOUR LIBRARY, by Steven Carl Fortriede (Chicago: American Library Association, 2009)