



St. James-Assiniboia School Division  
Safe Work Procedure  
Moving various types of school furniture

<b>Facility:</b> All schools	<b>Written by:</b> SJSD Cleaners	<b>Approved by:</b> Paul Deacon	<b>Date Created:</b> April 9, 2007	<b>Date of last revision:</b> February 4, 2020
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<b>Hazards Present:</b> Slip and fall, MSI- Back injury, foot injury, pinch	<b>PPE or Devices Recommended:</b> Safety footwear	<b>Additional Training Requirements:</b> Lift/material handling training, "Back to Basics" training, WHMIS
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**NOTES:**

There are many factors that should be considered before moving any type of school furniture. Is it too heavy for one person? Does it need to be emptied? Is it top-heavy or awkward? The person moving the furniture must also consider their own limitations regarding strength and experience. Therefore, the best person to decide how a task should be performed is the person performing the task. However, there are some basic safety guidelines that must be followed. This JHA covers only the basics, including tasks that require the use of PPE. Consider the following factors before handling any material:

- i. The actions and movements required.
- ii. The postures and positions used to do the task.
- iii. The location of loads and the distances they have to be moved.
- iv. Weights and forces involved.
- v. Characteristics of the load and equipment (size, shape, etc)

If you are unsure you can move the load safely do not attempt to move it. Ask for help and inform your immediate supervisor of your concern.

**Safe work procedures:**

**Vertical file cabinets** (using a wheeler)

Close the file cabinet drawers. Move the cabinet from side to side to determine if you can handle the weight. If you have determined that you can move the cabinet by yourself tilt it back and insert a wheeler underneath. Now lean the cabinet toward you and transport the cabinet to it's new location. Lower the cabinet to the floor. Tilt the cabinet back and remove wheeler

**Vertical file cabinets** (using scooter boards)

Close the file cabinet drawers. Move the cabinet from side to side to determine if you can handle the weight. If you have determined that you can move the cabinet by yourself tilt it back and insert a scooter board. Now you will have to lift the cabinet and insert a second scooter board underneath the opposite end. This is done by lifting the cabinet and moving the scooter board into position with your foot.

**Lateral file cabinets**

The procedure for moving lateral cabinets is the same as vertical cabinets. However, the file hanging system (when full) is more susceptible to damage. Therefore it is advisable to remove the contents.

**Student desks**

Some staff carry desks without using any material moving equipment, others prefer to use a wheeler, and still others prefer to move two at a time using a wheeler. If you decide to move two at a time using a wheeler then caution must be used to prevent the top desk from falling.

**Teacher's desks** (large, heavy, one-section type)

Lift one corner of the desk and insert a scooter board. Lift adjacent corner of the desk and insert a scooter board. Then do the same for the last two corners. Roll desk into place. Remove scooter boards one at a time by lifting a corner and kicking the scooter board away.

**Book shelves**

Remove all books etc. from shelf. You may use a wheeler or scooter boards. It is important to ensure the shelf is stable (not top heavy etc) if you intend to move it by yourself. Otherwise the steps are the same as used for moving file cabinets (above).

**Round tables**

Tilt table onto side and roll into place.

**Guidance documents:**

Manitoba Workplace Safety and Health regulation

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 35 Workplace Hazardous Materials Information Systems

St. James-Assiniboia School Division Policy:

- EBB-R Safe Work Procedures
- EBBA Personal Protective Equipment
- EBBAB-R Managing hazardous chemicals/materials

Employee name:

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Employee signature:

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Date of review:

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