



Safety Instruction

Loading/Transport/Offloading Equipment

Safety instructions during Loading/Transport/Offloading of heavy & cumbersome equipment from delivery vehicles; Movement of heavy & cumbersome equipment between or inside buildings.

The outline below follows a Plan-Do-Check-Act approach that address safety for both personnel and equipment.



PLAN - Preplanning

- Discuss with Campus Freight (541-737-4019) or your department's certified forklift receiving staff, at least 2 weeks before ordering or arranging shipment. Also inform your building manager.
 - Provide photo, description, weight, and approximate value of object to be moved.
 - Campus Freight will help you determine the best method to move your item.
- It is highly encouraged, and Campus Freight or your department's receiving staff may recommend, utilizing a specialized moving company to perform the move rather than using OSU staff. Professional rigging companies specialize in moving heavy and cumbersome equipment and can help reduce costs and risk to both staff and equipment.

(If not using a professional rigging company, continue to proceed with the following steps.....)

DO - Identify tasks, potential hazards, controls, personnel, and equipment

- List out the steps that will be taken for the move from start to finish.
- For each step, identify the tasks, potential hazards, and associated controls.
- Determine the personnel who will be needed.
- Define personnel roles and necessary personal protection equipment needed, i.e. gloves, eyewear, safety boots, etc.).
- Identify all equipment that will be needed; Consider forklift, pallet jack, hand-truck, chocks, straps, lift-gate with cart stops, etc.

CHECK - Hold an "at the job site" safety brief

- Hold an "at the job site" safety brief with all personnel just prior to moving.
- Review the steps that will be taken for the move so that all personnel know their roles and that all concerns have been addressed.

ACT - Time to Move

- Communicate during the moving process; stress that it is OK for personnel to call a STOP, to address any unforeseen hazards that have developed.