



Bethlehem on the Move

Our journey to Calvary Kooyong

Relocating to our new Calvary Kooyong site is very exciting; however, the process of moving does present some unique challenges. As we prepare to move and start to pack it is important that you look after yourselves and the people around you. Here are some tips to help us to stay safe and healthy during the move.

Before starting the move:

ASSESS what to take with you; consider risks associated with packing and unpacking

CONSULT with your team - what will you take or leave behind

ASK for help – From colleagues as well as our helpful engineering department.

USE SAFE MANUAL HANDLING PRACTICES

- **Safe Load** - know the weight of the object when packing and unpacking
- **Use the correct equipment** – i.e. trolleys & step ladders (or call the engineering department)
- **Take regular breaks**
- **Change jobs/tasks** – alternate what you do
- **Warm-up/Stretch** – to prevent an injury

When lifting an object, use the following S.M.A.R.T principles

S.M.A.R.T.

SIZE UP THE LOAD

MOVE THE LOAD CLOSE TO YOUR BODY

ALWAYS BEND YOUR KNEES

RAISE THE LOAD WITH YOUR LEGS

TURN YOUR FEET IN THE DIRECTION YOU WANT TO MOVE



Please check out these 2 videos, which contain some great manual handling tips:

<https://www.youtube.com/watch?v=r1EspSH1Ebl>

https://www.youtube.com/watch?v=B4dK_BoPEKg

Your health and safety is important to us. Please raise any concerns with your head of department and remember that your Wellness Ambassadors are available if you need them. **STAY SAFE!**