

How to use your crates and skates

What you need to do

- Collect crates from a nominated centralised position on your floor. Aim to fit everything into your designated crates.
- You will be provided with labels for your crates and other items. Fill in the labels with your name and new allocated number if applicable.

Packing information

What you will get

- Plastic crate.
- Skates. Crates sit on skates and are to be stacked only 3 crates high.
- Labels for your crate, PC and other items that won't fit in your crate.

Packing your crate

- **Sit crates on skates to pack.**
- Leave the crates on skates beside your desk.
- Crates must not be packed and left on desks or on bench or cupboard tops as they may damage the surface.
- Crates should not be lifted.
- Fill your crates to capacity but do not overflow.
- Ensure the lids on your crates close flat.

Labelling your crate

- A label should be placed on the narrow side of the crate in the spot shown in the picture.
- Different coloured labels are allocated to each floor.



Please do not write on the crates, use the labels provided. Any crates or skates that have been lost, damaged or written on will be charged to your Company at \$100.00 + GST per crate or \$200.00 + GST per skate.

Completing your label

- In the POS No., enter your new workstation number or office letter
- In the Name area, enter your name.

GOALS A+N
1300 35 36 37

POS. No: Name:

New number Name

What to **pack** in crates

- Personal items from your desk and drawers.
- Material from team storage areas.

What to **label**, but **NOT pack into your crates** IT (being moved by Goals A+N staff):

- PC / Docking station
- Monitor
- Keyboard
- Mouse
- Phone
- Speakers
- Leave monitors on desks as Goals A+N will wrap them prior to moving them
- If you have dual monitors, please label which side each monitor is to be set up on

General:

- Any items too big for your crate – eg footstool.
- Please label chairs on the plastic and not material areas. Secure labels on chairs with tape
- **NOTE: items not labelled will not be moved!**

What to take home

- Fragile items.
- Personal items of value.
- Laptops/Tablets/iPads.



Packing tips

When you're packing and preparing for the move, it's important to take care and minimise the risk of injury. You can hurt your back, neck or shoulders if you lift, push, pull or carry an object incorrectly.

Packing

1. **Place crates on skates.**
2. Position the crate on a skate on a safe spot on the ground that does not interfere with your work or walking areas. You must be able to leave it where you pack it (it will be heavy when it's full).
3. Don't attempt to lift, push or move the crate and skate once it's packed.
4. Don't place your crate and skate in walkways where people can fall over them, or obstruct the fire exits.
5. Never over fill a crate – make sure you can close the lid properly.
6. Where possible, avoid lifting or bending over to move objects. But if you do need to move an object, ask for help.

If objects are heavy or need to be moved from a distance, use mechanical aids or trolleys.

Prepare your body by warming up and then doing some stretches before you lift and carry. On the day of the move, wear loose, comfortable clothing and flat non-slip shoes.

Think before you lift and be safe

- Make sure your footing is stable and the path is clear.
- Bend at the knees.
- Hug the load (keep the load as close to the body as possible)
- Don't lift with a bent back.
- Avoid twisting while lifting.

Other things to think about

- Neatly place garbage in the appropriate area on your floor and make sure it does not obstruct main access ways or fire exits.
- If you have respiratory issues such as allergies or asthma, remember that moving things may stir up dust around you.

Don't lift and move any equipment or loaded crates. Place crates on skates and stack only 3 high. You must report any injuries to your manager immediately.