

Method and technique of packing

Packing may seem like an afterthought, but don't let it become one any longer. For planners, it is vital to have a game plan in place, or you are bound to forget things. After all, nothing is more important than your event valuables being on time, intact, and easily accessible. So how do you ensure this happens?



Here are a few steps to help streamline your packing process.

Step 1: Pick a Packing Location That Makes Sense

It is critical to keep everything in one place and organized. This year we altered our packing location and it made our process more efficient. Prior years' packing had been conducted in a conference room, as well as the hallway outside of it. This was unorganized and distracting to the workplace environment. Access to the room also varied, so overall it was a bad location.



So, ask yourself, what's something so simple that you may overlook it?

Step 2: Create a Master Spreadsheet

Master Google Doc can viewed and/or edited at any time.

The trick is to separate the doc into the following sheets: Printing Requests, Packing Requests, Purchasing Request, Shipping (Internal/External), and Contacts (Internal/External).

These sheets contain all the nuts-and-bolts for the event, keeping all planners aware of what is going on. Make sure to stay on top of this spreadsheet!

Appoint one person in charge of each sheet. This keeps everything that much more organized.

Step 3: Use Color Coded Box Labels

Create a label system to keep you organized internally. Number your boxes and keep documentation in the Master Doc to ensure they can always be referenced. Color code your labels based by what team that box belongs to.

Our labels included:

- Venue Address & Person Of Contact (name & cell #)
- Event Name/Event Date(s)
- Planner/Company
- Location Onsite
- Box #
- From (Your Address)



Step 4: Keep your Google Doc Concise(简洁的)

Once you start packing, make sure to enter the box contents into your Master Doc. Make the descriptions as detailed as possible and be sure to include all tracking information.

The Google Sheet included:

- Internal vs. External Shipping
- Internal Requestor (POC)
- Box Number/ Number of Boxes in Shipment
- Sender/Vendor
- Content/Items
- Location Onsite
- Shipment Vendor
- ETA - Delivery
- Tracking #

- Delivery Status
- Confirmation of Delivery Onsite

Step 5: Stay on Track

Make sure to stay on top of each step in this process. Don't let the chaos of the event get the best of you and remain calm! Utilizing(利用) these steps will change your packing process forever.

Event Logistic Coordination

Accessibility issues have logistical implications, and this does not apply exclusively to accommodating persons with disabilities. Logistics is the systems of applying of the principles of logic and reasoning. In its original milieu logistics was the military science of procurement, distribution, and transportation of troops and material. The professional event coordinator must scan the event site and its environment to ensure that goods and services can be transported and delivered efficiently and effectively.

Food service logistics, from replenishing buffet stations to waste disposal, must be anticipated and mapped into the site layout. Décor and equipment may require maintenance during the event. Entertainment and entertainers may have numerous vehicles and huge crews that must move through the event site. Speakers or athlete may require special access, special areas, or special equipment delivered.

Load-in, load- out, loading docks and loading zones must be plotted and often planned meticulously. Load-in usually arrange with the largest items going in first, followed by the smaller ones, and load-out usually in reverse. However depending on the type of event, the products or vendors, and the venue, this may or may not be the case. The point is that the event site must be designed to provide accessibility for all those needing it- to all areas, activities and aspects.

Safe Vehicle Loading & Unloading Checklist

Loading and unloading cargo can be a dangerous activity. It is always a good idea to have documentation which communicates proper procedures that keep employees safe. This simple checklist below will help keep your employees safe and your business operations running like a well-oiled machine.

#1 Ensure vehicle is stopped, braked, and stabilized before loading/unloading

This is the most important step when it comes to loading and unloading activities. Workers must ensure the vehicle they are loading/unloading is stopped, braked, and stabilized before any other actions are taken. Trying to unload unstable cargo from a vehicle can be the quickest way to severe or even fatal injuries that can be easily avoided by simply being patient.



#2 Loading areas should be well lit at all times

Don't keep workers in the dark. Lighting is crucial for any business where vehicle loading or unloading is a routine activity. If workers do not have a clear, well-lit environment to work in, this is an accident waiting to happen.



#3 Loading areas should be free from hazards

All loading areas should be free from hazards that can create scenarios where injuries occur. Potholes, debris, and other hazards should be removed from areas where loading activities occur. Businesses will have a lesser chance of injuries to workers if there are fewer hazards for employees to work around.

#4 Loading area should be free of traffic

Forklifts are crucial for loading and unloading operations. However, they can be a primary source of employee injuries. Loading areas should always be one-way when it comes to forklift traffic. This keeps workers safe while avoiding the risk of employees being struck by backing up forklifts. Keeping the loading area free of traffic also applies to employees. There should never be any loitering or unauthorized personnel in the loading/unloading areas. This only creates distractions and hazards which can quickly escalate to disaster.

#5 Ensure loads are secured and arranged properly before transport

Loading activities are not completed until the cargo is safe, secure, and arranged properly for transport. This not only keeps the driver safe but also keeps workers on the unloading end safe. Shifting cargo can create significant hazards for dock workers and drivers that can lead to severe injuries. Taking the time to double check cargo before shipping it off is a great way to lower risk of injuries on both ends.



Safe Lifting Refresher

Think

- What is the size/shape of the item?
- How much does it weigh?
- Will you need help lifting?
- Should you utilize a lifting device?
- Is there a clear pathway to travel in?
- **Know** your surroundings when moving objects
- **Decide** where items will be placed before lifting
- **Listen** to your body, especially while moving

Prepare

- Maintain a wide base of support
- Prepare your trunk muscles
- Maintain consistent breathing
- Awkward motions can cause multiple injuries
- Shortcuts can lead to mistakes and wasted time

Act

- Maintain a neutral back
- Keep the load close
- Turn the whole body, not the trunk
- Avoid lifting over head
- Bend your hips/knees if possible
- Take recommended rest breaks
- Focus on related assignments
- Limit unrelated multi-tasking

Wrapping Up

At the end of the day, every business wants their employees to come in and out of work safely. This is key to keeping employees engaged which increases focus and awareness on the job. Vehicle loading and unloading can be hazardous, but with a simple plan and procedures like the custom ones provided by industrial athletic experts at Work-Fit, the risk of employee injuries can be lowered substantially. Help keep your employees and business safe with clear, concise vehicle loading and unloading practices. Your employees and bottom line will thank you.