

Ergonomic Hazard Checklist

Purpose: *Use this job aid to evaluate ergonomic hazards in your work area.*

The following questions can help you identify ergonomic risk factors in your workplace. If you answer "Yes" to any of the questions, you've identified a potential risk.

Manual material handling

- Do you lift loads, tools, or parts?
- Do you lower tools, loads, or parts?
- Do you reach overhead for tools, loads, or parts?
- Do you bend at the waist to handle tools, loads, or parts?
- Do you twist at the waist to handle tools, loads, or parts?

Physical energy demands

- Do your tools and parts weigh more than 10 lbs?
- Is reaching greater than 20 inches a primary task activity?
- Is bending, stooping, or squatting a primary task activity?
- Is lifting or lowering loads a primary task activity?
- Is walking or carrying loads a primary task activity?
- Is stair or ladder climbing with loads a primary task activity?
- Is pushing or pulling loads a primary task activity?
- Is reaching overhead a primary task activity?
- Do any of the above tasks require several repetitions in a short period of time?
- Do you complain that rest breaks and fatigue allowances are insufficient?

Other musculoskeletal demands

- Do your manual jobs require frequent, repetitive motions?
- Do your work postures require frequent bending of the neck, shoulder, elbow, wrist, or finger joints?
- For seated work, do you reach for tools and materials farther than 15 inches from your seated position?
- Are you unable to change your position often?
- Does your work involve forceful, quick, or sudden motions?
- Does your work involve shock or rapid buildup of forces?
- Do you use finger-pinch gripping?
- Do your job postures involve sustained muscle contraction of any limb?

If you identified any items in this section, also complete the tool checklist.

Computer workstation

- Do you use computer workstations for more than four hours a day?
- Do you complain of discomfort from working at these stations?
- Is your chair or desk nonadjustable?
- Is your display monitor, keyboard, or document holder nonadjustable?
- Does your lighting cause glare or make the monitor screen hard to read?
- Is the room temperature too hot or too cold?
- Is there irritating vibration or noise?

If you answer "Yes" to any questions in this section, you should also complete the Computer Workstation Checklist.

Environment

- Is the temperature too hot or too cold?
- Are your hands exposed to temperatures below 70 degrees Fahrenheit?
- Is there glare?
- Is there excessive noise that is annoying, distracting, or producing hearing loss?
- Is there upper extremity or whole body vibration?
- Is air circulation too high or too low?

General workplace

- Are walkways uneven, slippery, or obstructed?
- Is housekeeping poor?
- Is there inadequate clearance or accessibility for performing tasks?
- Are stairs cluttered or lacking railings?
- Do you wear improper footwear?

Tools

- Is the handle too small or too large?
- Does the handle shape cause you to bend your wrist in order to use the tool?
- Is the tool hard to access?
- Does the tool weigh more than 10 lbs?
- Does the tool vibrate excessively?
- Does the tool cause excessive kickback to the operator?
- Does the tool become too hot or too cold?

Gloves

- Do the gloves require you to use more force when performing job tasks?
- Do the gloves provide inadequate protection?
- Do the gloves present a hazard of catch points on the tool or in the workplace?

Administration

- Is there little worker control over the work process?

- Is the task highly repetitive and monotonous?
- Does the job involve critical tasks with high accountability and little or no tolerance for error?
- Are work hours and breaks poorly organized?

Course: Back Safety and Injury Prevention 2.0

Topic: Job-specific Hazards

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