

ERGONOMICS JOB ANALYSIS

INSTRUCTIONS: Use the Ergonomics Job Analysis worksheet to perform the initial ergonomics analysis of a job. Once you have listed the major tasks of the job determine if any of the basic ergonomics principles have been violated; please note any other related issues you also identify. Next identify solutions to correct the issues (refer to the “Help List” on page 2.) Conduct Follow-up as needed.

Step 1 – PROVIDE BACKGROUND

Job/Task:	Date:	Analyzed by:
Area/Dept/Location:	Time:	Employee Name (optional):
Team Leader:	Project Number:	Job Title:

Step 2 – LIST MAJOR TASKS

List major tasks to accomplish the job

Step 3 – ERGONOMICS PRINCIPLES

Identify violations of ergonomics principles (check applicable box)

Work height	<input type="checkbox"/>	Carry not cart	<input type="checkbox"/>
Work layout	<input type="checkbox"/>	Personal limits	<input type="checkbox"/>
Lift not slide	<input type="checkbox"/>	Other	<input type="checkbox"/>

Step 4 –SOLUTIONS

Identify solutions (see page 2 for Solutions Help List)

OVER

SOLUTIONS HELP LIST

<ul style="list-style-type: none">• Raise/lower work surface• Use scissors table/lift• Control pace• Reduce load weight• Training• Limit reaching• Limit forward bending• Tip cart/bin	<ul style="list-style-type: none">• Drop down bin side• Retrofit/enlarge wheels• Maintain floor condition• Dampen vibration (seating)• Relocate storage• Get help• Improve layout• Tilt/incline work surface	<ul style="list-style-type: none">• Add handles Eliminate task• Improve lighting• Add magnifying lamp• Preventive Maint.• Mechanical support• Automate• Smaller weight units• Round sharp edges	<ul style="list-style-type: none">• Counter balance tools/body• Use fixtures/jigs• Platform ladders• Improve part fit• Control tool torque reaction force• Use correct tool• Good shoes• Anti-fatigue mats
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Step 5 – FOLLOW-UP**ADDITIONAL NOTES and COMMENTS**