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| **ERGONOMICS ANALYSIS – GENERAL** |

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| **Step 1 – PROVIDE BACKGROUND** |
| **Job/Task:** | **Date:** | **Time:** | **Analyzed by:** |
| **Area/Dept/Location:** | **Project Number:** | **Employee Name (optional):** |
| **Supervisor:** | **Workstation:** | **Job Title**: |

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| **Step 2 – CURRENT MAJOR STEPS** | **Step 3 – ERGONOMICS ISSUES** | **Step 4 –SOLUTIONS** |
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| **Step 5 – FOLLOW-UP** |
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| **ISSUES (Cheat Sheet)** |  | **SOLUTIONS (Cheat Sheet)** |
| **Risk Factors:*** + Awkward Position
	+ Sustained Position
	+ Excessive Force
	+ Excessive Repetition
	+ Contact Stress
	+ Vibration
	+ Environmental
 | **Tools/Equipment:*** + Unbalanced, heavy
	+ Manual tool used
	+ Inadequate handle
	+ Poorly maintained
	+ Dull blades, abrasives
	+ Worn bits
	+ Poor design of controls
 | **Work Station:*** + Unadjustable work bench/chair
	+ Poor back support
	+ Inefficient layout
	+ Congestion
	+ Contact with a sharp edge
 | **Work Conditions:*** + Unnecessary task
	+ Temporary Employee Fix
	+ Housekeeping issue
	+ Trip/fall hazard
	+ Preventive Maintenance
	+ Personal Protective Equipment
 |  | * + Raise/lower work surface
	+ Use scissors table/lift
	+ Control pace
	+ Reduce load weight
	+ Training
	+ Limit reaching
	+ Limit forward bending
	+ Tip cart/bin
 | * + Drop down bin side
	+ Retrofit/enlarge wheels
	+ Maintain floor condition
	+ Dampen vibration
	+ Relocate storage
	+ Get help
	+ Improve layout
	+ Tilt/incline work surface
 | * + Add handles
	+ Eliminate task
	+ Improve lighting
	+ Add magnifying lamp
	+ Preventive Maint.
	+ Mechanical support
	+ Automate
	+ Smaller weight units
	+ Round sharp edges
 | * + 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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