**ErgoSystems ErgoRED Quick Screen**

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| **The ErgoRED Quick Screen allows you to quickly evaluate a task to determine if pertinent ergonomics risk factors are evident. It is NOT intended to be a detailed ergonomics analysis – use it as a quick screen. If significant factors are identified use the Ergonomics Risk Factor Analysis Worksheet.** |

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| **Company:** |  | **Date:** |  | **Department/**  **Work Unit:** |  |
| **Prepared by:** |  | **Time:** |  | **Safety FYIs/ Injury History:** |  |
| **Job/Task Observed:** |  | **# People Affected:** |  | **Employees Observed:** |  |

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| **Reported Issues** | | **YES** | **NO** |
| Indicate if any ergonomics issues for the job/task have been reported. **If checked “YES”, additional evaluation is warranted.** You can use the **Ergonomics Risk Factor Analysis** **Worksheet** for the more detailed ergonomics analysis. | **Safety FYI** |  |  |
| **Incident Report** |  |  |
| **Supervisor/Employee** |  |  |

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| **Posture, Force, Duration and Frequency by Body Part** |
| Use the ergonomics principle of **Neutral Posture** to identify by **Body Part** if out-of-neutral postures exist; and if so, indicate if level of **Force** to accomplish the task is **Light, Mod, Heavy,** or **Very Heavy**. Next determine if the task requires **Low**, **Mod** or **High** **Duration** (defined as static/sustained effort) and **Low**, **Mod** or **High Frequency** (defined as repetitions/minute)to accomplish the task.  A rating of **“Heavy”, “Very Heavy”, “Mod”** or **“High”** indicates the need for use of the **Ergonomics Risk Factor Analysis Worksheet** for more detailed ergonomics analysis and intervention. |

| **Body Part** | **Posture** | | | | | | | **Force** | **Duration (static)** | **Frequency** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Neck*** | Look down > 30o  Look up > 100  Side bent > 150  Rotated > 20o | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Look_Down.png | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Look_Up.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Neck_Side_Bend.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Neck_Rot.png | Light: < 5#  Mod: 5# to 10#  Heavy: 10# to 20#  Very Heavy: > 20# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 0.5/min  Mod: 0.5 to 5/min  High: > 5/min |
| ***Shoulders*** | Hands at shoulder/above  Shrugged shoulders  Reach behind body | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Reach_Above_Head.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Shld_Shrug.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Reach_Behind_Body.png | | Light: < 5#  Mod: 5# to 10#  Heavy: 10 # to 15#  Very Heavy: >15# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 0.5/min  Mod: 0.5 to 5/min  High: > 5/min |
| ***Back*** | Flexed forward >20o  Extended backward > 200  Bent sideways > 200  Rotated >20o | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Back_Bent.png | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Extended_Back.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Female_Back_Bent_Sideways.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Female_Back_Rot.png | Light: < 10#  Mod: 10# to 20#  Heavy: 20# to 40#  Very Heavy: >40# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 0.25/min  Mod: 0.25 to 3/min  High: > 3/min |
| ***Elbows*** | Fully extended arm  Rotation of wrists/forearms, palms up/down | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Male_Two_Arm_Reach.png | | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Forearm_Palm_Down.png | | | Light: < 3#  Mod: 3# to 8#  Heavy: 8# to 15#  Very Heavy: >15# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 0.5/min  Mod: 0.5 to 5/min  High: > 5/min |
| L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Forearm_Palm_Up copy.png | | |
| ***Hands, Wrists, Fingers*** | Wrist flexed/ extended > 20o  Wrist deviated to side > 15o  Pinch grip  Power grip | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Wrist_Flexed.png | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Wrist_Bent_Thumb.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Pinch_Grip.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Power_Grip.png | Light: < 2#  Mod: 2# to 5#  Heavy: 5# to 10#  Very Heavy: >10# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 1/min  Mod: 1 to 5/min  High: > 5/min |
| L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Wrist_Extended.png | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Wrist_Bent_LittleFinger.png | |
| ***Legs*** | Squatting  Kneeling  On one leg/up on toes | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Squat.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\Kneeling.png | | L:\Forms\Ergonomics Analysis Worksheet\Manufacturing Ergonomics Analysis\Images\One_Leg_Up_On_Toes.png | | Light: < 20#  Mod: 20# to 40#  Heavy: 40# to 60#  Very Heavy: >60# | Low: < 10 sec  Mod: 10 to 45 sec  High: > 45 sec | Low: < 0.5/min  Mod: 0.5 to 3/min  High: > 3/min |

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| **Other Factors** | **YES** | **NO** |  | **Other Factors** | **YES** | **NO** |
| **Production/Quality** – affected negatively |  |  |  | **Contact Stress** – hard surface pressure on body from sitting or standing |  |  |
| **Training** – inadequate safety or process training |  |  |  | **Contact Stress** – sharp edge pressure on body from workbench or tool, etc. |  |  |
| **Vibration** – tool use (grinders, sanders, etc.) |  |  |  | **Tools** – incorrect tool or used incorrectly |  |  |
| **Vibration** – driving vehicles (fork trucks, etc.) |  |  |  | **Task lighting** – inadequate task light for inspection |  |  |
| **Temperature/Cold** – exposure to cold environments |  |  |  | **Ambient lighting** – too low or high level of ambient lighting |  |  |
| **Temperature/Hot** – exposure to hot environments |  |  |  | **Vision** – difficulty in seeing parts/materials |  |  |