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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 |