

Ergonomics Analysis Worksheet

(Instructions to use the Worksheet are found in the Ergonomics Foundations and Analysis Training Manual)

Step 1 – PROVIDE BACKGROUND	Step 2 – DESCRIBE JOB/TASK
Job/Task:	Briefly describe the job/task:
Area/Dept:	
Date:	
Time:	
Analyzed by:	
Name (optional):	

Step 3 – LIST CURRENT MAJOR JOB/TASK STEPS (use as many steps as needed)	Step 4 – LIST FACILITIES/ TOOLS/EQUIPMENT/MATERIALS (currently used)	Step 5 – ERGONOMICS ISSUES: YES/NO (IF YES: DEFINE) (See page 6 for HELP LIST)	Step 6 – SOLUTIONS (REALISTIC and FEASIBLE) (See page 6 for HELP LIST)
1.			

JOB STEP	TOOLS/ EQUIPMT/FACILITIES	ERGONOMICS ISSUES	SOLUTIONS
----------	---------------------------	-------------------	-----------

2.			
3.			
4.			

JOB STEP	TOOLS/ EQUIPMT/FACILITIES	ERGONOMICS ISSUES	SOLUTIONS
----------	---------------------------	-------------------	-----------

5.			
6.			
7.			

JOB STEP	TOOLS/ EQUIPMT/FACILITIES	ERGONOMICS ISSUES	SOLUTIONS
----------	---------------------------	-------------------	-----------

8.			
9.			
10.			

Step 7 – SUMMARIZE/JUSTIFY SOLUTIONS

Step 8 – TEAM FOLLOW-UP

ISSUE HELP LIST

<p>Risk Factors:</p> <ul style="list-style-type: none"> • Awkward Position • Sustained Position • Excessive Force • Excessive Repetition • Contact Stress • Vibration • Environmental 	<p>Tools/Equipment:</p> <ul style="list-style-type: none"> • Unbalanced, heavy • Manual tool used • Inadequate handle • Poorly maintained • Dull blades, abrasives • Worn bits • Poor controls design 	<p>Work Stations:</p> <ul style="list-style-type: none"> • Unadjustable work bench/chair • Poor back support • Inefficient layout • Congestion • Contact with a sharp edge 	<p>Work Conditions:</p> <ul style="list-style-type: none"> • Unnecessary task • Temporary Employee Fix • Housekeeping issue • Trip/fall hazard • Preventive Maintenance • Personal Protective Equipment
---	---	--	--

SOLUTIONS HELP LIST (general 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
--	--	--	--
