

Workstation Analysis Checklist

Instructions: Any response checked in the "Problem" column indicates a potential injury source. These tasks should reflect a priority for a more detailed task analysis using ergonomic risk assessment methods or a video review with a focused approach for other high-risk jobs.

Job Layout	Problems?	Task Name	Observations
Awkward positions necessary for the job?			
Workers required to reach beyond arm's length?			
Prolonged, static positions required?			
Excessive manual force exerted with extremities?			
Work pieces manually supported?			
Materials manually fed/removed from machine?			
Do working distances affect periodic eye refocusing?			
Containers, supplies, tools, materials out of reach; poor layout?			
Overhead work required?			
Parts slippery, greasy, require gloves?			
Parts have sharp edges/corners?			
Handles needed on containers?			

Manual/Material Handling	Problems?	Task Name	Observations
Parts/materials lifted from floor level?			
Frequent stooping, bending, twisting?			
Does prolonged standing create lower back stress?			
Employees cannot change foot positions during lifts due to storage, layout, work design, etc.?			
Are working conditions crowded, unkempt?			
Loads manually lifted to/from horizontal distance 30" from body center of gravity?			
Maximum load lifted > 33 lbs.?			
Frequent "heavy" lifting required > 33 lbs.?			
Unsatisfactory flooring conditions?			
Are mechanical lifting devices used?			
Unnecessary activities/distances required when moving materials?			
Stools/seats in need of ergonomic attention?			
Vertical lifts performed beyond knuckle to shoulder zone?			

Workstation Analysis Checklist

Work Space	Problems?	Task Name	Observations
Workstations lack adjustability for multiple operators?			
Eyestrain caused by dim lighting?			
Excessive background or task noise sources present?			
Inadequate clearances for head, arms, legs, and/or feet?			
Work space storage, aisles, neighboring workstations encroach on each other?			

Hand / Power Tools	Problems?	Task Name	Observations
Awkward positions to operate?			
Worker exposed to vibration or torque?			
Worker required to support tool weight during use?			
Grouped together for easy accessibility or use? Located far apart?			
Overhead tool supports needed to counterbalance?			
Power tools require excessive manual exertion?			
Handles require excessive grip to hold?			
Sharp edges, ridges or "pressure points"?			
Deviated wrist positions required?			
Grips require "pinch" forces?			
Control panels/displays poorly located or mounted?			
(Awkward postures, excessive force required?)			

Administration	Problems?	Task Name	Observations
Health records, claims data indicate loss trends?			
Worker complaints target ergonomic problems?			
Evidence of employee modifications at workstation?			
Are wrist splints or back belts used? Why?			
Supervisors educated on ergonomic issues?			
Incident investigation reports target employee carelessness as WMSD causes?			
Incident reports fail to consider workstation			
Improvements/engineering controls?			
Management lacks post-injury control methods?			

Workstation Analysis Checklist

Administration	Problems?	Task Name	Observations
Incident investigation report missing?			
Need for follow-up ergonomic evaluation on claimant workstation?			
No follow-up with injured employee or treating healthcare provider or treating specialist?			
Work rotation/job enlargement system needed to reduce repetitive exposures?			
Employee input solicited?			

Recommendations for Ergo Improvements	Problems?	Task Name	Comments
Improved types of tools necessary?			
Fixtures, jigs or hold-down devices needed?			
Use of mechanical assists (hoists, articulating arms, lift tables, conveyors, chutes) feasible?			
Improved workstation layout help?			
Neutral positions possible?			
Increased mobility/flexibility in work posture?			
Sit/stand positions feasible?			
Storage arrangement reduce frequency of awkward, heavy lifting or over-reaching?			
Better material handling/ workflow help?			
Smaller containers possible?			
Eliminate motions, tasks, or operations from up/down line improvements? Material flow logically organized?			
Would a detailed "workflow analysis" help identify opportunities for completely changing the way a task is done?			

The illustrations, instructions and principles contained in the material are general in scope and, to the best of our knowledge, current at the time of publication. No attempt has been made to interpret any referenced codes, standards, or regulations. Please refer to the appropriate code-, standard-, or regulation-making authority for interpretation or clarification. Provided that you always reproduce our copyright notice and any other notice of rights, disclaimers, and limitations, and provided that no copy in whole or in part is transferred, sold, lent, or leased to any third party, you may make and distribute copies of this publication for your internal use.

