

Ergonomics Checklist

WORKSTATION DESIGN	
Is the working surface for each employee at, or slightly below, elbow level?	Yes / No
Can employees of all physical shapes and sizes comfortably reach the controls, without the need to over-reach, etc?	Yes / No
Are frequently used materials, tools and controls within easy reach?	Yes / No
Where possible, can workers alternate between standing and sitting positions?	Yes / No
Are sitting workers provided with adjustable chairs, with a backrest?	Yes / No
Are sitting workers provided, where necessary, with a footrest?	Yes / No
If VDUs are used, are eye examinations provided for defined users, where necessary?	Yes / No
If VDUs are used, are corrective appliances provided for users, where necessary?	Yes / No
Are workers consulted on the design of their workstation?	Yes / No

MATERIAL HANDLING	
Are all routes clear and marked?	Yes / No
Are aisles wide enough to enable movement in both directions?	Yes / No
Are all routes even, non-slippery and unobstructed?	Yes / No
Is the work area designed to minimise material movement	Yes / No
When conveying materials, are mechanical aids, such as wheeled devices, rollers,	Yes / No
conveyors, mobile storage racks or hoists used?	Yes / No
When manually moving objects, are height differences eliminated or minimised?	Yes / No
Are heavy objects moved by pushing and pulling, rather than lifting and lowering?	Yes / No
Are objects kept close to the body when lifted?	Yes / No
Are correct manual handling techniques adopted?	Yes / No
Are waste containers placed in convenient places?	Yes / No
Are exit routes clearly marked and kept unobstructed?	Yes / No

TOOLS	
Are the correct tools used for the job?	Yes / No
Are hanging tools used for repetitive operations?	Yes / No
Are vices and clamps used to hold materials, etc in place?	Yes / No
Are hand supports provided when precision tools are used?	Yes / No
Do tools require minimum levels of force?	Yes / No
Do tools have suitable and sufficient grips?	Yes / No
Do the grips on tools have guards to prevent slips?	Yes / No
Do the grips on tools have suitable friction to prevent slips?	Yes / No

Are tools adequately insulated to prevent burns and electric shocks?	Yes / No
Do tools minimise noise and vibration?	Yes / No
Are tools regularly inspected and maintained?	Yes / No
Are employees trained on how to use tools, before use?	Yes / No
When using tools, is there enough room for safety?	Yes / No

MACHINE SAFETY	
Are controls designed to prevent accidental activation of machines?	Yes / No
Are emergency controls clear and easily accessible from the operator's normal working, or potentially trapped, position?	Yes / No
Are different controls easily distinguishable?	Yes / No
Can the employee easily see and reach all controls?	Yes / No
If used, are foot pedals easy to operate?	Yes / No
Are different displays easily distinguishable?	Yes / No
Are signs, labels, etc easy to read and understand?	Yes / No
Are warning signs, labels, etc easy to read and understand?	Yes / No
To ensure work is stable and safe, are jigs, etc used?	Yes / No
Are suitable guards used and maintained?	Yes / No
Are materials feeding and ejection devices used on machines?	Yes / No
Are interlocking devices used to prevent employees reaching dangerous parts of	Yes / No
machinery when the machine is in use?	Yes / No
Are machines regularly checked, cleaned and maintained?	Yes / No
Are workers informed, instructed and trained how to safely operate relevant machinery?	Yes / No

WORK ORGANISATION	
Are the skills, preferences and aptitudes of individual employees considered when assigning tasks?	Yes / No
Are employees consulted about production changes which may affect their health and safety?	Yes / No
Are employees suitably and sufficiently trained?	Yes / No
Are facilities and equipment adapted to the needs of disabled or impaired workers?	Yes / No
Does the job design accommodate the temporary needs of pregnant women, or the more permanent requirements of disabled workers?	Yes / No