

# Ergonomics Checklist

## Ergo Zone Toolkit

**Instructions:** Use this checklist to determine if any typical job activities may put employees at risk of hazardous levels of ergonomic stress. These are movements or postures that are regularly required to complete a job and are performed more than once per week for more than one week per year. Use a separate checklist for each job position.

CAUTION ZONE JOB EVALUATED:	# EMPLOYEES IN JOB:	DATE:
AWKWARD POSTURES	DURATION	Y/N
The job requires hands held overhead or elbows held above shoulders.	4+ hrs total / day	
The job requires employees to repeatedly raise hands overhead or elbows above shoulders more than once per minute.	4+ hrs total / day	
The job requires the employee's neck to be bent more than 45° without support or the ability to change position.	4+ hrs total / day	
The job requires the employee's back to be bent forward more than 30° without support or the ability to change position.	4+ hrs total / day	
The job requires the employee's back to be bent forward more than 45° without support or the ability to change position.	2+ hrs total / day	
The job requires employees to kneel or squat.	4+ hrs total / day	
PINCHING	DURATION	Y/N
The job requires employees to pinch either: <ul style="list-style-type: none"> <li>• An unsupported object weighing 2+ lbs per hand.</li> <li>• An object with a force of 4+ lbs per hand.</li> </ul>	2+ hrs total / day	
The job requires employees to hold objects in a pinch grip for use in highly repetitive motions.	3+ hrs total / day	
The job requires employees to hold objects in a pinch grip at awkward wrist angles.	3+ hrs total / day	
The job requires employees to maintain a pinch grip with no other risk factors.	4+ hrs total / day	

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GRIP	DURATION	Y/N
The job requires employees to grip either: • An unsupported object weighing 10+ lbs per hand. • An object with a force of 10+ lbs per hand.	2+ hrs total / day	
The job requires employees to hold objects in a grip for use in highly repetitive motions.	3+ hrs total / day	
The job requires employees to hold objects in a grip at awkward wrist angles.	3+ hrs total / day	
The job requires employees to maintain a grip with no other risk factors.	4+ hrs total / day	
REPETITIVE	DURATION	Y/N
The job requires repetitive motions of the neck, shoulders, elbows, wrists, or hands that occur every few seconds.	2+ hrs total / day	
The job requires repetitive motions with high, forceful hand exertions or awkward wrist angles.	2+ hrs total / day	
The job requires employees to perform repetitive motions with no other risk factors.	6+ hrs total / day	
The job requires intensive keying at awkward wrist angles.	4+ hrs total / day	
The job requires intensive keying with no other risk factors.	7+ hrs total / day	
REPEATED IMPACT	DURATION	Y/N
The job requires use of hands (especially the hand's heel) or knees to hammer objects more than once per minute.	2+ hrs total / day	
<b>Comments:</b>		

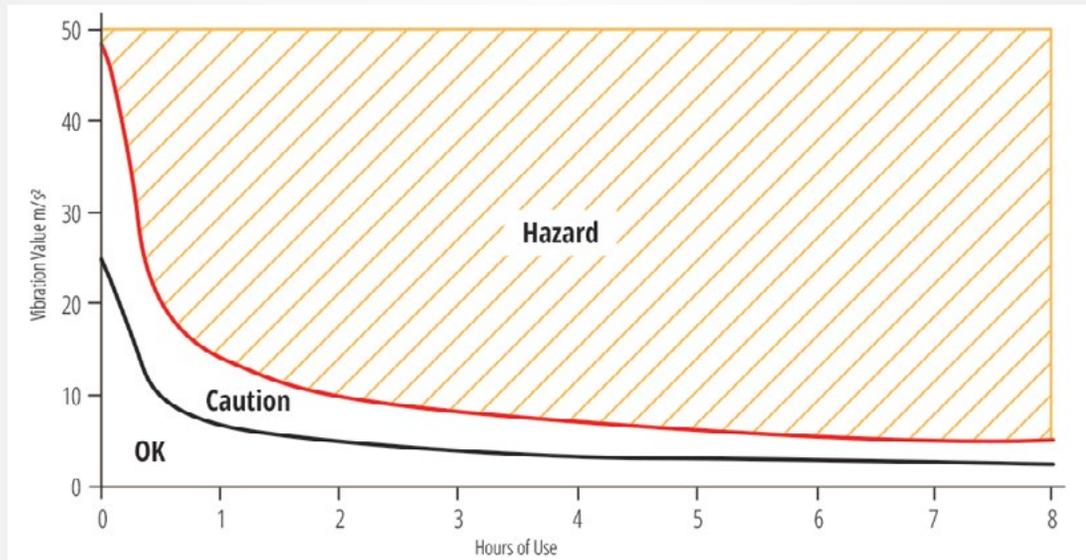
## HAND-ARM VIBRATION CALCULATOR

Follow these steps to calculate the effects of hand-arm vibrations based on the tools in use and total time spent using them.

**1** Find the tool's vibration value in  $m/s^2$  (available from the manufacturer or by using a vibration meter). **Vibration ( $m/s^2$ ):**

**2** Enter the total time per day the tool is used by employees. **Duration (total hrs):**

On the chart below, plot the intersection of the vibration value and the total hours spent using the tool.



The **caution curve** is based on an 8-hour energy-equivalent frequency-weighted value of  $2.5 m/s^2$ . The **hazard curve** is based on an 8-hour energy-equivalent frequency-weighted value of  $5 m/s^2$ .

If the point of intersection falls in:

- **The "OK" range:** No further actions are required.
- **The "Caution" range:** The job remains subject to restrictions indicated on the Caution Zone Checklist.
- **The "Hazard" range:** Take actions to reduce the vibration hazard below this range or to the degree most technologically and economically feasible.