# General Ergonomic Risk Analysis Checklist

Check the box ([ ] ) if your answer is “yes” to the question. A “yes” response indicates that an ergonomic risk factor may be present which requires further analysis.

**Manual Material Handling**

 [ ]  Is there lifting of loads, tools, or parts?

 [ ]  Is there lowering of tools, loads, or parts?

 [ ]  Is there overhead reaching for tools, loads,or parts?

 [ ]  Is there bending at the waist to handle tools, loads, or parts?

 [ ]  Is there twisting at the waist to handle tools, loads, or parts?

For further analysis, refer to the Materials Handling Checklist.

**Physical Energy Demands**

 [ ]  Do tools and parts weigh more than 10 lb?

 [ ]  Is reaching greater than 20 in.?

 [ ]  Is bending, stooping, or squatting a primary task activity?

 [ ]  Is lifting or lowering loads a primary task activity?

 [ ]  Is walking or carrying loads a primary task activity?

 [ ]  Is stair or ladder climbing with loads a primary task activity?

 [ ]  Is pushing or pulling loads a primary task activity?

 [ ]  Is reaching overhead a primary task activity?

 [ ]  Do any of the above tasks require five or more complete work cycles to be done within a minute?

 [ ]  Do workers complain that rest breaks and fatigue allowances are insufficient?

For further analysis, refer to the Materials Handling Checklist.

**Other Musculoskeletal Demands**

 [ ]  Do manual jobs require frequent, repetitive motions?

 [ ]  Do work postures require frequent bending of the neck, shoulder, elbow, wrist, or finger joints?

 [ ]  For seated work, do reaches for tools and materials exceed 15 in. from the worker’s position?

 [ ]  Is the worker unable to change his or her position often?

 [ ]  Does the work involve forceful, quick, or sudden motions?

 [ ]  Does the work involve shock or rapid buildup of forces?

 [ ]  Is finger-pinch gripping used?

 [ ]  Do job postures involve sustained muscle contraction of any limb?

For further analysis, refer to the Workstation Checklist, Task Analysis Checklist, and the Handtool Analysis Checklist.

**Computer Workstation**

 [ ]  Do operators use computer workstations for more than 4 hours a day?

 [ ]  Are there complaints of discomfort from those working at these stations?

 [ ]  Is the chair or desk nonadjustable?

 [ ]  Is the display monitor, keyboard, or document holder nonadjustable?

 [ ]  Does lighting cause glare or make the monitor screen hard to read?

 [ ]  Is the room temperature too hot or too cold?

 [ ]  Is there irritating vibration or noise?

For further analysis, refer to the Computer Workstation Checklist.

**Environment**

 [ ]  Is the temperature too hot or too cold?

 [ ]  Are the worker’s hands exposed to temperatures less than 70 degrees Fahrenheit?

 [ ]  Is the workplace poorly lit?

 [ ]  Is there glare?

 [ ]  Is there excessive noise that is annoying, distracting, or producing hearing loss?

 [ ]  Is there upper extremity or whole body vibration?

 [ ]  Is air circulation too high or too low?

**General Workplace**

 [ ]  Are walkways uneven, slippery, or obstructed?

 [ ]  Is housekeeping poor?

 [ ]  Is there inadequate clearance or accessibility for performing tasks?

 [ ]  Are stairs cluttered or lacking railings?

 [ ]  Is proper footwear worn?

**Tools**

 [ ]  Is the handle too small or too large?

 [ ]  Does the handle shape cause the operator to bend the wrist in order to use the tool?

 [ ]  Is the tool hard to access?

 [ ]  Does the tool weigh more than 9 lb?

 [ ]  Does the tool vibrate excessively?

 [ ]  Does the tool cause excessive kickback to the operator?

 [ ]  Does the tool become too hot or too cold?

For further analysis, refer to the Handtool Analysis Checklist.

**Gloves**

 [ ]  Do the gloves require the worker to use more force when performing job tasks?

 [ ]  Do the gloves provide inadequate protection?

 [ ]  Do the gloves present a hazard of catch points on the tool or in the workplace?

**Administration**

 [ ]  Is there little worker control over the work process?

 [ ]  Is the task highly repetitive and monotonous?

 [ ]  Does the job involve critical tasks with high accountability and little or no tolerance for error?

 [ ]  Are work hours and breaks poorly organized?