

# Ergonomics Checklist

Below is a checklist that can be completed every couple of weeks to help keep an eye out for ergonomic problems and prevent injuries.

## Materials Handling

- What heavy materials or equipment are being handled on site – drywall, rebar, concrete forms, anything over 20 pounds?
- Do any workers have to lift more than 50 pounds at one time without help?
- Do workers have to lift more than 20 pounds often? If so, how can this be changed?
- Are there handles to help carry materials? If yes, are they easy to use and comfortable?
- Are workers told to get help to lift heavy materials?
- Are there carts, dollies, or other aids readily available for moving materials? If so, are they being used?
- Are materials delivered as close as possible to where they will be used? If no, how can this be changed?
- Do workers avoid having lift overhead?
- Are materials stored at floor level? Do workers have to bend down to lift materials?
- Can materials be stored at waist height?
- On which tasks do workers have to stretch to pick up or lift materials?
- Can the materials be kept closer?

## Tools

- Are tools sharp and in good condition?
- Which tools are very heavy or not well balanced?
- Which tools vibrate too much?
- Which tools must be used while in a difficult position?
- Which tools have poor handle design?
  - Grips too big or too small?
  - Handles that are too short and dig into hands?
  - Handles with ridges that dig into hands?
  - Slippery handles?

- Which tools require bending of wrists to use?
- Do gloves ever make it hard to grip tools?
- Are there other tools with a better design?

## Repetitive work

- Which tasks or jobs use the same motion dozens of times an hour for more than 1 hour per day?
- What are the motions?
- Can the number of repetitions be reduced by job rotation or rest breaks?

## Awkward postures

- Which tasks involve work above the shoulders for more than 1 hour a day?
- Can scaffolds, platforms, or other equipment cut down on the need to work overhead?
- Which tasks or jobs involve work at floor level or on knees for more than 1 hour a day?
- Are knee pads or cushions available and are they used?
- Can equipment be used to reduce kneeling?
- Which jobs require workers to stay in one position for a long time?
- Can rotation or rest breaks be used to reduce time in awkward postures?
- Which jobs require a lot of twisting or turning?
- Which jobs require a lot of bending?
- How can the need to twist or bend be reduced?

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## Standing

- What jobs require workers to stand all day, especially on concrete floors?
- Can anti-fatigue matting be used?
- Is it possible to use adjustable stools to allow workers to rest now and then?

## Surface for walking and working

- Are the working and walking surfaces clean and dry?
- Are the surfaces unobstructed?
- Are the surfaces even?

## Seating

- What jobs require sitting all day?
- Are the seats well-designed, easy to adjust, and comfortable?
- In heavy equipment, do workers have to lean forward to see/do their work?
- Does the seating in any heavy equipment vibrate a lot?

## Production pressures

- Do any workers work piece rate?
- Have supervisors or workers been under production pressure that could lead to shortcuts and injuries?
- How can this problem be reduced? More breaks? More safety meetings? A special safety rep on site?

## Training

- What training have workers had on ergonomics – preventing musculoskeletal disorders?
- What training have supervisors had on ergonomics?
- Do workers feel free to report symptoms?
- Have workers been reporting muscle pain, tingling, numbness, loss of strength or loss of joint movement?
- What jobs have the most problems and what may be the main cause?
- Do workers often appear exhausted at the end of the day?

***After answering these questions, look for ways to work with employees to reduce the number of hazards in order to make the job easier and reduce the number of injuries.***

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