

# General Risk Analysis Checklist

Work Area \_\_\_\_\_ Date \_\_\_\_\_

Conducted By \_\_\_\_\_

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

A "YES" answer indicates that an ergonomic risk factor may be present which requires further analysis.

YES	NO	Manual Material Handling
		<ul style="list-style-type: none"> <li>○ Is there lifting of loads, tools, or parts?</li> <li>○ Is there lowering of tools, loads, or parts?</li> <li>○ Is there overhead reaching for tools, loads, or parts?</li> <li>○ Is there bending at the waist to handle tools, loads, or parts?</li> <li>○ Is there twisting at the waist to handle tools, loads, or parts?</li> </ul> <p><b>Physical Energy Demands</b></p> <ul style="list-style-type: none"> <li>○ Do tools and parts weigh more than 10 lb?</li> <li>○ Is reaching greater than 20 in.?</li> <li>○ Is bending, stooping, or squatting a primary task activity?</li> <li>○ Is lifting or lowering loads a primary task activity?</li> <li>○ Is walking or carrying loads a primary task activity?</li> <li>○ Is stair or ladder climbing with loads a primary task activity?</li> <li>○ Is pushing or pulling loads a primary task activity?</li> <li>○ Is reaching overhead a primary task activity?</li> <li>○ Do any of the above tasks require five or more complete work cycles to be done within a minute?</li> <li>○ Do workers complain that rest breaks and fatigue allowances are insufficient?</li> </ul> <p><b>Other Musculoskeletal Demands</b></p> <ul style="list-style-type: none"> <li>○ Do manual jobs require frequent, repetitive motions?</li> <li>○ Do work postures require frequent bending of the neck, shoulder, elbow, wrist, or finger joints?</li> <li>○ For seated work, do reaches for tools and materials exceed 15 in. from the worker's position?</li> <li>○ Is the worker unable to change his or her position often?</li> <li>○ Does the work involve forceful, quick, or sudden motions?</li> <li>○ Does the work involve shock or rapid buildup of forces?</li> <li>○ Is finger-pinch gripping used?</li> <li>○ Do job postures involve sustained muscle contraction of any</li> </ul>

limb?

### **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?

### **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?

### **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?