

 **ErgoChek**

Task:

Company:

Date:

Observations:

Location of the task analyzed in the company	
Description of the task	
Number of workers	
Outstanding organizational aspects (schedules, shifts, breaks, flexibility, etc)	
Previous incidents recorded (complaints, accidents, injuries, etc)	
Previous ergonomic interventions performed (describe)	
Observations on the analysis	

NIVEL I - Identificación inicial

Below are detailed the items of the ergonomics identification checklist (Level I). Each item marked indicates a possible risk situation, which requires a more detailed information. For each item completed in level I, the section of the level II list to be filled in is indicated.

- Are there in the workplace or task analysed workers who can be especially sensitive to the risks arising from work (people with disabilities, injured workers, pregnant women, workers over 50, etc.)? --- **LEVEL II, SENSITIVE WORK.**
- Are there situations in the workplace or task analysed that may give rise to psychosocial risks (such as high psychological demands, little control over work, conflicts between workers and/or people in charge, discomfort perceived, etc.)? --- **LEVEL II, PSYCHOSOCIAL ASP**
- Does anybody segment (neck, trunk, arms, hands/wrists or feet) adopt a position that is away from the neutral posture frequently and for a long period of time? --- **LEVEL II, POSTURES/REPETITIVENESS**
- Is it necessary to stand for a long time? --- **LEVEL II, POSTURES/REPETITIVENESS**
- Is it necessary to kneel, squat or sit on the floor? --- **LEVEL II, POSTURES/REPETITIVENESS**
- Does the work involve performing repetitive movements (the same movement is repeated several times) with any body segment (neck, trunk, arms, hands/wrists)? **LEVEL II, POSTURES/REPETITIVENESS**
- Have any annoying situations been detected related to temperature, noise, lighting, ventilation, etc? -- **LEVEL II, ENVIRONMENTAL CONDITIONS**
- Are objects weighing 3 kg or more manually lifted and/or heavy elements carried, pushed or pulled? --- **LEVEL II, MMH**
- Does any task performed involve applying force (apart from load handling) with the hands, arms, trunk or legs/feet? --- **LEVEL II, FORCE**
- Does any task performed involve using display screens for more than 2 hours? --- **LEVEL II, DISPLAY SCREENS**
- Have any problems been detected regarding work heights (very high or very low), reaches (too far) and/or working space (insufficient or inadequate)? --- **LEVEL II, SPACE**
- Have any situations been detected in which the tools, controls and/or indicators are inadequate (shape, size, weight, comfort, etc.) for the task being performed? --- **LEVEL II, ELEM. AND EQUIPMENT**

LEVEL II- DETAILED CHECK

SENSITIVE WORKERS

- Is there any worker over the age of 50 in the workplace?
- Is there any person with physical, sensory or psychic disabilities in the workplace?
- Is there any pregnant woman in the workplace?
- Is there any minor (16 to 18 years old) in the workplace?
- Is there any worker in the workplace who has returned to work after a sick leave?

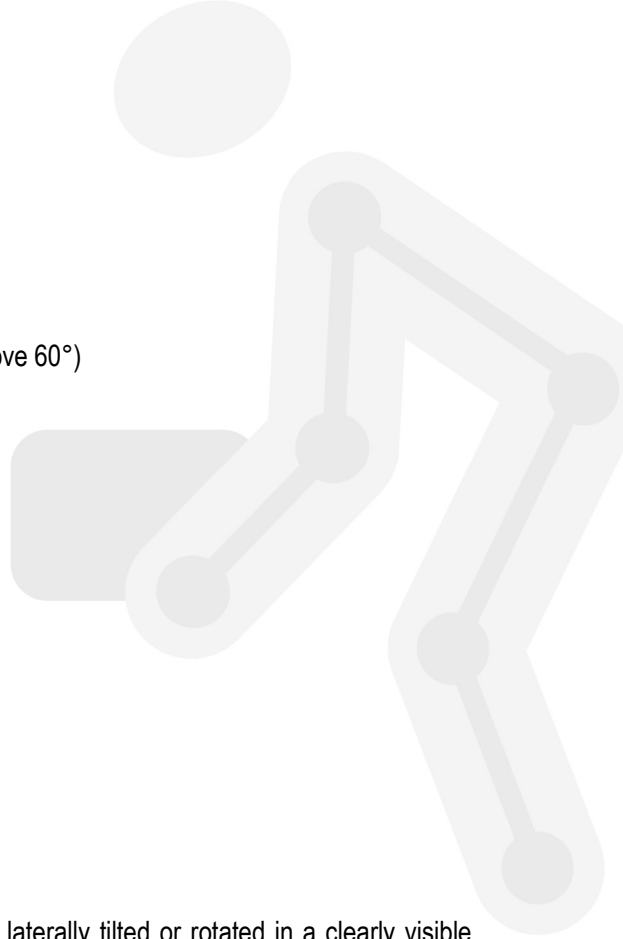
PSYCHOSOCIAL ASPECTS

- Have any workers complaints or problems been detected in the workplace regarding the work pace, the distribution and number of tasks or the need to hide emotions?
- Have any complaints or problems been detected regarding the lack of worker's control over the number, distribution or type of tasks in the workplace?
- Have any complaints been detected in relation to job instability or working conditions insecurity (working hours, tasks, salary, etc.)?
- Have any workers' complaints or problems been detected in relation to the information they receive to perform their tasks or about their relationships with colleagues and managers?

POSTURES/REPETITIVENESS

__Type of task/activity

- Non-repetitive tasks involving a wide variety of postures that are difficult to characterize
- Non-repetitive tasks in which it is possible to identify the most representative positions (frequent and/or arduous)
- The activity is clearly repetitive (the work cycle is always repeated in the same way), there are movements of the arms and hands, and the neck posture is relevant.
- The activity is clearly repetitive (the cycle is always repeated in the same way) and the movements are mainly performed by the arm, elbow joint and hand.



Adopted postures

- Moderate trunk flexion (between 20° - 60°) or high trunk flexion (above 60°)
- Trunk in extension (tilted backwards)
- Trunk tilted to one side or rotated (clearly visible)
- Moderate arm/s flexion (between 20° and 60°), without support
- High arm/s flexion (near or above shoulder height), without support
- Arm/s extension (backwards)
- Wrist/s with high flexion/extension, laterally deviated and/or turned
- Elbow/s with high flexion/extension
- Neck highly bent forward (flexion) or backward (extension) and/or laterally tilted or rotated in a clearly visible manner
- Standing, without moving (for example, in front of a work bench or a conveyor belt)
- Standing with knees bent
- Standing posture, supporting almost all the body weight on one leg
- Kneeling or squatting posture

ENVIRONMENTAL CONDITIONS

- Are there situations in which temperature is inadequate (very hot or cold, high or very low humidity, or lack of adequate heating/cooling systems)?
- Are there annoying drafts?
- Have the workers complained about hot or cold conditions?
- Are there high noise situations that make it difficult for workers to speak or concentrate during any task over the workday?
- Are there unfavourable lighting conditions in the workplace (poor or insufficient lighting, reflections, glares, lack of natural light, etc.)?
- Are there any problems or complaints regarding ventilation (stale air, bad smells, etc.)?

MMH

Manual Material Handling Situations

- Are loads greater than 3 kg handled in any of the following situations?
 - Above shoulder level or below the knees.
 - Away from the body.
 - With the trunk rotated.
 - With a frequency greater than once per minute.
- Are loads handled by adopting poor posture (straight legs, trunk bent, etc.)?
- Are difficult-to-handle loads handled (irregular shapes, large sizes, moving parts, no handles or inadequate handles)?
- Are loads handled in a sitting position?
- Are loads heavier than 3 kg manually carried over distances greater than 2 meters?
- Are heavy loads pushed or pulled on carts or any other element or surface that has castors or which makes them easier to move?
- Are people handled, moved, or transferred?

Manual Material Handling Organization

- Is manual materials handling (lifting, pushing or pulling) always the same? That is, the conditions do not significantly change during the task (for example, loads of the same weight are lifted, always in the same way, from and to the same place, etc.).
- Is manual materials handling (lifting, pushing or pulling) different? That is, some conditions significantly change (weight, load position at origin or destination, etc.), load lifting is combined with carrying, or pushing is combined with pulling.
- Do load handling conditions greatly vary? (For example, in warehouse order picking, where many objects with different weights are lifted, at very different heights and/or depths, with or without trunk rotation, etc.).
- Are there different tasks of manual materials handling that are performed in a specific sequence or rotation throughout the working day? The working height is not adapted to the type of task and the dimensions of each worker

FORCE

- Do the tasks performed require significant force exertion with the foot (for example, when operating pedals)?
- Do the tasks performed require significant force exertion with the hand to hold, grasp, grip or adjust elements?
- Do the tasks performed require significant force exertion with the arm and/or the entire body while standing or sitting (for example, when operating levers, pushing or pulling objects with no castors or rollers to support them, etc.)?
- Does any action involve that the worker uses any part of their body (hands, knees, elbows, etc.) as a tool by repeatedly pressing or hitting?

DISPLAY SCREEN/OFFICE

- Are the screen and the main controls (buttons, computer, keyboard, mouse) incorrectly placed (very high or very low, on one side, very close or very far from the worker)?
- Is the worker sitting incorrectly (back not leaning on the backrest, feet not properly supported on the floor, arms too raised, no arms support)? Or has the worker said that the chair is uncomfortable?
- Is there not enough clear space under the table for the legs and thighs?
- Is there not enough space on the table to properly arrange the work items and/or to adequately support the forearms?
- Can the worker not properly support the feet on the floor while sitting?

SPACE/HEIGHT/REACHES

- Does the work height not adapt to the type of task and the dimensions of each worker? Specifically, one of the following situations occurs when the worker is standing:
 - In precision tasks, the work height is not 5-10 cm above the height of the worker's elbows.
 - In light tasks, the work height is not 10-15 cm below the height of the worker's elbows.
 - In heavy tasks, the work height is not 15-30 cm below the height of the worker's elbows
- When the worker is sitting, is the height of the work surface not approximately at the level of the elbows?
- Are reaches performed laterally or behind the body?
- Is there not enough space on the work surface (table, work bench, etc.) to adequately arrange the different elements or objects used by the worker?
- Does the worker have not enough space to comfortably move their legs (under the table or work bench, for example) or body?

ELEMENTS.-. EQUIPMENT

- Are the tools used not specific to the task being performed or in poor condition?
- Is the handle of the tools uncomfortable (unsuitable thickness, length, shape or material)?
- Are heavy tools without support/suspension used (generally >2.3 kg or >0.4 kg in precision tasks)?
- Is there vibration transmission from the tools or the machinery used?
- Are the controls of the machines (levers, handwheels, push-buttons,) inadequate or uncomfortable to operate (they are too far, difficult to use, require strength, etc.)?
- Are the indicators (screens, displays, light warnings, etc.) difficult to see (they cannot be properly viewed, they do not have enough contrast, there are reflections, etc.) or to understand?
- Are the pedals difficult to operate and/or cannot be operated by both feet?