

Ergonomics Checklist — Material Handling

The checklist presented below is from the book *Kodak's Ergonomic Design for People at Work* (adapted from material developed by the Chemical Manufacturers Association). It helps users to identify any job risk factors that may be present in the job. This checklist is applicable to jobs requiring the routine handling of objects of 10 pounds or more.

Job/Task: _____ Dept: _____ Date: _____ Analyst: _____

Before _____ After (Controls Implemented) _____

Directions: Review each condition for the job/task of interest and for each condition that frequently occurs, place an X in the "Concern" column as appropriate. Add comments as appropriate.

Condition	X if a Concern	Comments
REPETITION		
High-speed process line or work presentation rates		
Similar motions every few seconds		
Observed signs of fatigue		
WORKSTATION DESIGN		
Work surface too high or low		
Location of materials promotes reaching		
Angle/orientation of containers promotes non-neutral positions		
Spacing between adjacent transfer surfaces promotes twisting		
Obstructions prevent direct access to load/unload points		
Obstacles on floor prevent a clear path of travel		
Floor surfaces are uneven, slippery, or sloping		
Hoists or other power lifting devices are needed but not available		

Condition	X if a Concern	Comments
LIFTING AND LOWERING		
Heavy objects need to be handled		
Handling bulky or difficult-to-grasp objects		
Handling above the shoulders or below the knees		
Lifting to the side or unbalanced lifting		
Placing objects accurately/precisely		
Sudden, jerky movements during handling		
One-handed lifting		
Long-duration exertions (static work)		
PUSHING/PULLING/CARRYING		
Forceful pushing/pulling of carts or equipment required		
Brakes for stopping hand carts/handling aids are needed but not available		
Carts or equipment design promotes non-neutral postures		
Long-distance carrying (carts not available)		
CONTAINERS/MATERIALS		
Lack adequate handles or gripping surfaces		
Are unbalanced, unstable, or contents shift		
Obstructs leg movement when being carried		
OTHER		
Inappropriate work techniques used		
Buildup of process material /product increases worker effort		
Personal protective equipment needed but not available/used		
TOTAL SCORE (Optional)		<i>To score, add up the total number of Xs identified.</i>