



ERGONOMICS Checklist

- Has a program for ergonomic procedures and training been established?
- Is the program reviewed on an annual basis?
- Is the baseline health surveillance provided to the following personnel:
 - √ New/transferred workers assigned to high risk ergonomic positions?
- Does the baseline include a medical history and a physical examination?
- Is baseline surveillance information documented in employee records?
- Does management hear employee complaints/suggestions/concerns?
- Has an ergonomic assessment committee (EAC) been established?
- Are supervisors aware of proper work techniques to improve safety?
- Are jobs monitored to ensure a continued use of proper work practices?
- Are all affected employees informed of job related ergonomic hazards?
- Are affected employees given both general and specific job training?
- Do healthcare providers share in the training and education of employees?
- Is this training reinforced during workplace walk-throughs?
- Are engineering controls the preferred method to reduce hazards?
- Have high risk and low risk ergonomic jobs been identified?
- Are trend analyses conducted for cumulative trauma disorders (CTDs)?
- Are appropriate ergonomic injuries recorded on the OSHA-200 form?
- Have employees received a workplace safety manual including mission statement, rules and safe work practices.
- Are regular inspections of the facility conducted to identify and correct hazards such as poor lighting, unsafe storage and ergonomic standards?
- Have adjustable workstations been installed to reduce strain?
- Are employees educated about safe lifting?