Ergonomic hazards: Step 2 - *Looking for the hazards*

An observation checklist adapted from the SOBANE method*

Instructions:
Look at the observation heading. Decide if it applies. Then use the observation sheet for each topic.

Work station/job: _____

Date: _____

Observation headings	Check out	Applicable?
1. Computer or monitor work	Arrangement of the work station	
2. Tools, materials, controls, products	Visual controls	
	Reach distance	
3. Tools	Tools adapted/adjustable for work and workers	
	Handle shape	
	Weight	
	Controls	
4. Work station - obstructions	Obstructions at the work station	
	Obstructions under the work surface	
5. Posture - sitting	Work surface height	
	Quality of the seat/chair	
	Back support	
	Adjustment of the seat height	
	Foot rest	
	How long the person sits	
6. Posture - standing	Height of the work surface	
	Bending the body forward or backward	
	Time spent standing	
	Support for the knees, hips, trunk, arms etc.	
7. Posture - neck, shoulders	Position of the neck	
	Position of the shoulders	
8. Posture - elbows, forearms, hands, wrists	Position of the elbows and forearms	
	Position of the wrists and hands	
9. Posture - other positions/postures	Twisted posture	
	Prolonged fixed posture	
	Others (kneeling, squatting, lying down)	
10. Repetition	Repetitive motions	

Observation headings	Check out	Applicable?
11. Force - manual materials handling equipment	Adapted/adjustable for work and workers	
12. Force - vibrating tools	Necessary and adapted to the work and worker	
13. Force - wrist and hand strain	Wrist and hand strain/effort	
14. Force - Pushing, pulling with the arms	Effort with the arms to push/pull	
15. Force - lifting: characteristics of the load	Handles	
	Dimensions	
	Sharp edges, rough surfaces, etc.	
16. Force - lifting: starting position	Starting position	
	Horizontal distance for grasping the load	
17. Force - lifting: moving the object	Heights when grasping and dropping the load	
	Travel distance of the load	
18. Force - lifting: frequency & weight	Frequency of lifting	
	Weight	
19. Work environment - general	Temperature	
	Drafts	
20. Work environment - lighting	Reflection	
	Glare	
21. Work organization/stessors - time issues	Time constraints	
	Breaks/rest periods	
	Overtime	
22. Work organization/stressors - other hazards	Production bonuses	
	Job rotation	
23. Summary of observations		

* Translated and adapted from *Troubles musculosquelettiques du dos et des members superieurs (TMS). Strategie d'evaluation et de prevention des risques.* (Belgian) Ministere federal de l'Emploi et du Travail. 2002. Also used: materials from http://www.sobane.be and J.B. Malchaire and A. Piette, "Co-ordinated strategy of prevention and control of the biomechanical factors associated with the risk of musculoskeletal disorders," *International Archives of Occupational and Environmental Health*, 2002, Vol 75: pgs. 459 - 467.