

ERGONOMIC CHECKLIST

Area:				Date of Survey:				
Job Description								
Job Risk priority as per Risk Assessment ("X" applicable column)	H	H-M	M	M-L	L			
ERGONOMIC FACTORS	BODY PART RISK FACTORS							
	NECK/SHOULDER		ELBOW		HAND/WRIST			
					<i>Carpel tunnel syndrome</i>		<i>Tendonitis</i>	
	Evidence	No effect	Evidence	No effect	Evidence	No effect	Evidence	No effect
Repetition								
Force								
Posture								
Vibration								

BACK/MATERIAL HANDLING

ERGONOMIC FACTOR	Evidence	No effect	COMMENTS
Forceful movement			
Awkward posture			
Heavy physical work (specify kg)			
Carrying distance (Specify)			
Reach			
Mechanical aids			

ENVIRONMENT

ERGONOMIC FACTOR	Evidence	No effect	COMMENTS
Lighting survey*			
Noise survey*			
Temperature*			
- >38°C (over 1 hour period)			
- >30°C (over 1 hour period)			
- <6°C (over 4 hour period)			
- <0°C			
Ventilation survey*			

*See Notes

CORRECTIVE ACTIONS REQUIRED

Body Part Risk Factor	Details of Corrective Actions Required (Refer to types of controls at footer of page)	Responsible Person	By When	Date Closed
Neck and Shoulders				
Elbow				
Hand/Wrist				
Back/Material Handling				

Ergonomic Controls

Engineering controls: Change your process or adjust machinery to eliminate the concern (e.g. adjust seat height, check hatchet handles have not being reduced in length, adjust back rest etc.)

Administrative control: Implement job rotation or rest periods or stretching exercises to reduce exposure frequency (i.e. specify frequency of rest periods, job type etc.)

Work practice controls: Change the way employees do the work to eliminate potential hazards (e.g. correct lifting methods, reduce distance for carrying heavy objects etc.)

PPE: Though not recommended as a primary control, this can be used to protect from potential ergonomic concerns (e.g. kidney belts, chainsaw gloves old and not performing vibration damping function)

Employee's signature: _____

"My signature indicates that I realize these are recommendations that may assist me to eliminate injuries that may occur on the job. I will take these recommendations into consideration when performing my duties.

ERGONOMIC NOTES

Notes:

* Lighting: Refer to attached table (pg. 1 Of 4) of Minimum Average Values of Maintained Illuminance for the Forestry Division

- * Temperature:
- >38°C - Humidity >90% employees must be tasked with a lighter task/duties
 - >30°C - Annual medical certificate of fitness form Occupational Health Sister
 - Employees to take rests for 10 minutes every hour in the shade
 - Instruct employee to drink minimum 600mm water every hour
 - Train employee how to avoid heat stroke
 - First aid box contents equipped for quick response in the event of heat stroke
 - <6°C - Employer must take reasonable steps to protect employee against the cold
 - Employer to provide lined gloves in the case of hand held tools which vibrate less than 1000Hz
 - <0°C - Employer to provide employee with the following PPE:
 - woollen balaclava
 - fur-lined leather gloves with knitted woollen or equivalent inners
 - woollen socks
 - waterproof industrial boots or equivalent

*Ventilation: Refer to attached table (pg. 5 of 5) of recommended air flows (velocities) in the workers breathing zones

EXAMPLES OF ERGONOMIC FACTORS

Musculoskeletal disorders are frequently the result of a combination of factors. Such factors may include:

Awkward postures and motions – raising hands above the head, raising the elbows above the shoulders, squatting, kneeling, bending the neck, back or wrists

Contact stress – using the hand or knee as a hammer

Force – pinching an unsupported object, gripping an unsupported object, pushing, pulling, and lifting

Repetitive Motion – repeating the same motion with little or no variation and inadequate rest periods

Vibration – rapid oscillation of the body or part of the body usually associated with the use of powered hand tools or other equipment.

**OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993
ENVIRONMENTAL REGULATIONS FOR WORKPLACE**

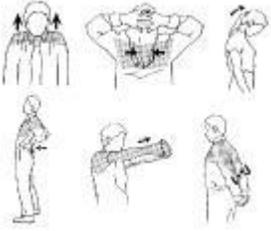
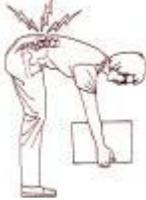
MINIMUM AVERAGE VALUES OF MAINTAINED ILLUMINANCE FOR FORESTRY DIVISION

Location/industry	Place or type of activity	Illuminance (lux)
Building and Construction	General working areas	20
Garages	Parking areas (interior)	50
	Washing, polishing, greasing	100
	Servicing pits	100
	Repairs	200
	Work bench	250
	Apron fuel pumps	100
Hostels	Entrance halls	100
	Stairs, corridors	100
	Laundries	150
	Kitchens	150
Materials Handling	Wrapping, packing, labeling, dispatch, sorting stock, loading	100
Offices	Entrance halls and reception	100
	Conference rooms, general offices, typing and filing	300
	Computer stations	500
Outdoor Areas	Manual operations	50
	Mechanical operations for loading areas (e.g. mechanical timber loading)	10
	Electrical substations/distribution	10
	Gangways, catwalks, stairways, etc.	20 (at floor level)
Paint Shops and Spraying Booths	Spraying and finishing	200
	Retouching and matching	500
Store Rooms	Stairs and corridors	100 (at floor level)
	General working areas	100
Stairs and Ramps	General	100 (at floor level)
Welding and Soldering	Gas and arc welding, rough spot welding	150
	Medium soldering, brazing and spot welding	200

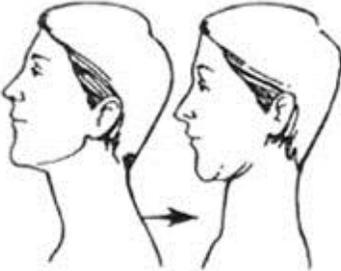
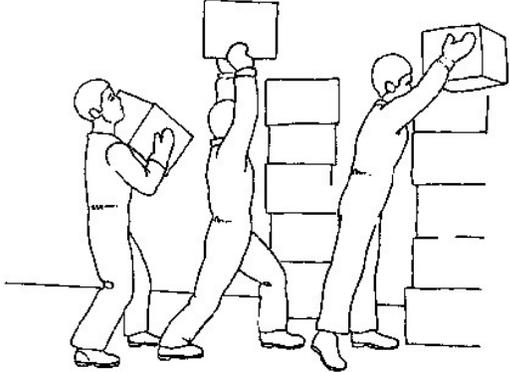
RECOMMENDED AIR FLOWS (VELOCITY)

Air flow velocity	Occupation	Occupation description
00.05 m/sec	Sedentary occupations	Sitting, standing to operate machinery, performing light hand tasks, office environments
00.10 m/sec	Moderate active operations	Walking around performing moderate tasks, light workshop activity, soldering, checking operations
00.15 m/sec	Medium active operations	Light welding, light manual labour, active machine operations
00.20 m/sec	Heavy active operations	Heavy gauge welding in boilermakers shops, pushing loaded trolleys, heavy manual labour
00.20 m/sec	Flammable liquid storage	Storage of petrol, diesel, white spirits, oils, paints, etc.
00.20 m/sec	Hazardous chemical substances	Storage of herbicides, pesticides, limes, cement, etc.

ERGONOMICS POSTURES

POSTURES	NOTES
 <p data-bbox="240 657 516 695">Safe lifting practice</p>	<ul data-bbox="641 279 1383 394" style="list-style-type: none"> ● Keep heavy objects close to body when carrying ● Limit the distance to carry heavy objects or seek assistance
 <p data-bbox="154 930 602 999">Correct sequence of lifting heavy objects</p>	<ul data-bbox="641 747 1230 785" style="list-style-type: none"> ● Lift with your legs and not your back
 <p data-bbox="240 1255 516 1293">Stretching practices</p>	<ul data-bbox="641 1016 1409 1104" style="list-style-type: none"> ● Encourage stretching exercises during rest periods ● Suitable for all job descriptions
 <p data-bbox="240 1528 516 1566">Safe sitting practice</p>	<ul data-bbox="641 1346 1393 1413" style="list-style-type: none"> ● Correct sitting postures at work stations or at the office desk
 <p data-bbox="167 1812 589 1850">Unsafe lifting/bending practice</p>	<ul data-bbox="641 1619 1344 1707" style="list-style-type: none"> ● Always bend knees when lifting heavy objects ● Do not over reach when lifting heavy objects

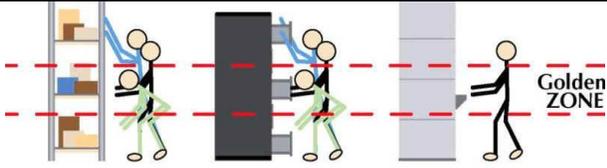
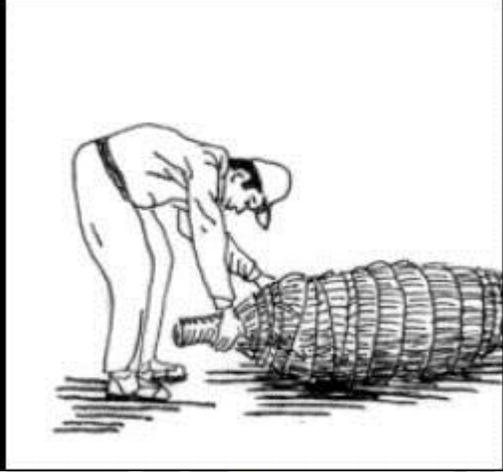
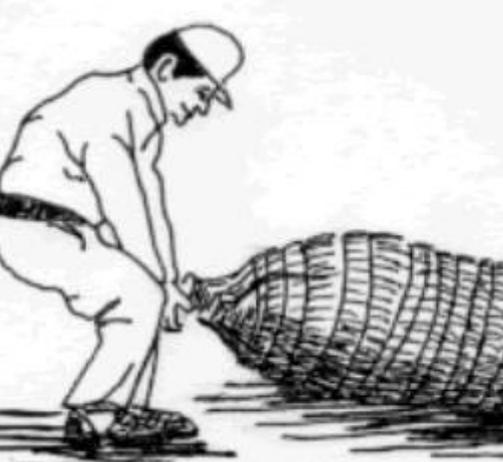
ERGONOMICS POSTURES

POSTURES	NOTES
 <p>Correct neck postures</p>	
<p>Carpal tunnel syndrome: Exercises to help avoid it</p> <p>Carpal tunnel syndrome is a painful disorder caused by stressful, repetitive hand motions. These stretching exercises, done before a typing job and during breaks, can reduce the threat:</p>  <p>Rest forearm on edge of table. Grasp fingers of one hand and gently bend back wrist for five seconds.</p> <p>Gently press hand against table, stretching fingers and wrist for five seconds.</p> <p>For five seconds at a time, make a loose fist and gently press down against clenched hand, keeping the wrist straight, with:</p> <ol style="list-style-type: none"> 1 Palm up 2 Palm down 3 Thumb side of fist up <p>Repeat these three positions with the unclenched hand pressing up on the clenched hand.</p> <p>Tightly clench hand and release, fanning out fingers, five times.</p> <p><small>SOURCE: Chicago Tribune, American Physical Therapy Association</small></p>	<ul style="list-style-type: none"> Exercises for chain saw operators and people operating vibrating tools such as jack hammers, drilling machines etc.
 <p>Correct shelf stacking exercise</p>	

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ERGONOMIC POSTURES

POSTURES	NOTES
 <p data-bbox="235 436 690 478">Shelving Cabinets MegaStar Solution</p> <p data-bbox="324 487 633 520">Correct body postures</p>	<ul style="list-style-type: none"> <li data-bbox="841 283 1307 315">● Note safe position for elbows
 <p data-bbox="211 1003 747 1033">Incorrect way of pulling trees/tree tops</p>	<p data-bbox="730 861 1412 1018">UNIVERSITY OF WAZULU-NATAL</p>
 <p data-bbox="211 1512 747 1543">Correct way of pulling trees/tree tops</p>	<p data-bbox="730 1081 1477 1228">INYUVESI KWAZULU-NATALI</p>