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| **TOOL TYPE** | **CHECKLIST** | **LAST REVIEWED** | **11/21/10** |
| **GEOGRAPHY** | **ALL** | **SOURCE:** | [HRSDC](http://www.hrsdc.gc.ca/eng/labour/publications/health_safety/pdf/checklist_ergonomics.pdf) |

# CHECKLIST FOR EVALUATING ERGONOMICS PROGRAM

**PRIMARY SOURCE**

Before you use this tool, you should look at [**Ergonomics: What Are an Employer’s Legal Obligations?**](http://www.ohsinsider.com/insider-top-stories/ergonomics) for more information.

**BENEFITS**

Employers have a duty to minimize ergonomic hazards in the workplace for two reasons. First, injuries caused by poor design, repetitive motion and excessive force or vibration—alternately called musculoskeletal, soft tissue or repetitive motion injuries—account for a high percentage of all workplace injuries. Second, the OHS laws in all Canadian jurisdictions—either expressly or implicitly—require employers to protect workers from ergonomic hazards.

**HOW TO USE THE TOOL**

Use this checklist to evaluate your company’s ergonomics program to ensure that it’s effectively identifying all ergonomics hazards in the workplace and properly addressing them.

# CHECKLIST FOR EVALUATING ERGONOMICS PROGRAM

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| **Review of Your Foundation for a Successful Ergonomics-Related Hazard Prevention Process** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. Senior management has clearly stated their commitment to the prevention of ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 2. Senior management demonstrate their support for the prevention of ergonomics-related hazards by participating in training sessions, following the progress of MSI prevention efforts and holding managers and supervisors accountable for taking steps to reduce exposure to ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 3. Senior management considers the prevention of ergonomics-related hazards to be vital for a competitive, proﬁtable, and healthy work place (BP) |  |  |  |  |
| **Comments:** |
| 4. Prevention of ergonomics-related hazards policies/procedures have been created and communicated. |  |  |  |  |
| **Comments:** |
| 5. Prevention issues concerning ergonomics-related hazards have been incorporated into purchasing policies and engineering design standards. |  |  |  |  |
| **Comments:** |
| 6. Ergonomics-related hazard prevention roles and responsibilities have been defined for all employees (i.e. managers, supervisors, workers, purchasing, JHSC/H&S Reps). |  |  |  |  |
| **Comments:** |
| 7. Workers participate in the prevention of ergonomics- related hazards in a meaningful way. |  |  |  |  |

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| **Review of Your Foundation for a Successful Ergonomics-Related Hazard Prevention Process** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| **Comments:** |
| 1. Resources have been provided to train:
	* Workers to recognize the signs and symptoms of ergonomics-related hazards;
	* Managers, supervisors and workers how to recognize and respond to ergonomics-related hazards.
 |  |  |  |  |
| **Comments:** |
| 9. Supervisors and OHS staff have been trained on how to respond appropriately to reports of MSI symptoms. |  |  |  |  |
| 10. A commitment has been made to provide the resources for necessary modifications to equipment, tools, work stations, and work methods. |  |  |  |  |
| **Comments:** |
| 11. Managers, supervisors and workers understand that there is a legal requirement to address ergonomics-related hazards at work. |  |  |  |  |
| **Comments:** |
| **Review Your Process for Understanding Ergonomics-Related Hazards** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. Managers, supervisors, and workers (including JHSC/H&S Reps) have been trained/educated to understand what ergonomics-related hazards are. |  |  |  |  |
| **Comments:** |
| 2. Company newsletters, bulletin/information boards, crew meetings, toolbox talks and the like are used to reinforce and enhance understanding of ergonomics- related hazards. |  |  |  |  |
| **Comments:** |
| 3. Managers, supervisors and workers understand how and why exposure to ergonomics-related hazards can contribute to MSIs. |  |  |  |  |
| **Comments:** |

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| **Review Your Process for Recognizing Ergonomics- Related Hazards** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. Managers, supervisors and workers have been trained on how to recognize ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 2. Incident/injury reports and data are reviewed to identify tasks or jobs that are causing ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 3. There is a well-defined and documented process for recognizing ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 4. Reports of MSIs are investigated using the same procedures/ polices as all other incidents, injuries or illnesses. |  |  |  |  |
| **Comments:** |
| 5. An identification tool/checklist for ergonomics-related hazards is used to help recognize/identify MSI hazards. |  |  |  |  |
| **Comments:** |
| 6. Ergonomics-related hazards are included in all work place inspections. |  |  |  |  |
| **Comments:** |
| 7. Supervisors look for ergonomics-related hazards as part of their normal job duties. |  |  |  |  |
| **Comments:** |
| 8. Workers look for ergonomics-related hazards as part of their normal job duties. |  |  |  |  |
| **Comments:** |
| 9. Supervisors and workers look for indicators of ergonomics-related hazards (modified tools/work areas, |  |  |  |  |

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| **Review Your Process for Recognizing Ergonomics- Related Hazards** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| workers rubbing or shaking limbs/joints, workers wearing braces and/or supports). |  |  |  |  |
| **Comments:** |
| 10. Workers are encouraged to report pain/discomfort. |  |  |  |  |
| **Comments:** |
| 11. There is a process for workers to report ergonomics- related hazards concerns related to MSI hazards. |  |  |  |  |
| **Comments:** |
| 12. Supervisors regularly talk to workers about job demands, difficult tasks, pain/discomfort, and other issues related to ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 13. Surveys (e.g. feedback, discomfort, perceived exertion) are used to collect MSI related information from workers. |  |  |  |  |
| **Comments:** |
| 14. Other data (e.g. absenteeism, overtime, production, quality, suggestions for changes) is regularly reviewed to see if there are indicators that ergonomics-related hazards may be contributing to other problems. |  |  |  |  |
| **Comments:** |
| **Review Your Process for Ergonomics-Related Hazards Risk Assessment** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. Ergonomics-related hazards risk assessments are done whenever there‟s a history of MSI claims and/or workers expressing concerns about pain/discomfort **or** when workers express concerns that there is a need to address current job demands. |  |  |  |  |
| **Comments:** |
| 2. The JHSC/H&S Reps is made aware when an |  |  |  |  |

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| **Review Your Process for Ergonomics-Related Hazards Risk Assessment** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| ergonomics-related hazard risk assessment is taking place. |  |  |  |  |
| **Comments:** |
| 3. Members of the JHSC/H&S Reps are involved in ergonomics-related hazard risk assessments. |  |  |  |  |
| **Comments:** |
| 4. Workers who work at a job being assessed are informed that risk assessments are being conducted and the reasons why. |  |  |  |  |
| **Comments:** |
| 5. Appropriate workers, managers and supervisors are recruited to be involved in specific risk assessment. |  |  |  |  |
| **Comments:** |
| 6. Individuals involved in ergonomics-related hazard risk assessments are provided with training on how to conduct a risk assessment. |  |  |  |  |
| **Comments:** |
| 7. The results of risk assessments are communicated to the workers who perform the job/task, the policy committee (if there is one)/JHSC/H&S reps, and managers. |  |  |  |  |
| **Comments:** |
| **Review Your Process for Simple Ergonomics- Related Hazards Risk Assessment** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. Identified ergonomics-related hazards are reviewed with appropriate workers. |  |  |  |  |
| **Comments:** |
| 2. Job tasks are reviewed with appropriate workers to determine which tasks or activities are related to the identified ergonomics-related hazards. |  |  |  |  |

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| **Review Your Process for Simple Ergonomics- Related Hazards Risk Assessment** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| **Comments:** |
| 3. Efforts are made to ensure that all individuals involved in a risk assessment agree on which ergonomics-related hazards are of concern and should be addressed. |  |  |  |  |
| **Comments:** |
| 4. Individuals involved in a risk assessment will brainstorm to identify different processes, equipment, materials, environment or human elements that may be causing the ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 5. Efforts are made to ensure that all individuals involved in a risk assessment agree on the cause(s) of the ergonomics-related hazards. |  |  |  |  |
| **Comments:** |
| 6. If there is agreement on the cause(s) of the ergonomics-related hazards, efforts are made to select and implement MSI hazard controls. |  |  |  |  |
| **Comments:** |
| **Review Your Process for Selecting and Implementing Ergonomics-Related Hazard Controls** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |  |
| 1. All individuals involved in projects focusing on the prevention of ergonomics-related hazards understand the different control approaches, and the pros and cons of each. |  |  |  |  |
| **Comments:** |
| 2. Appropriate people are involved in the selection and implementation of ergonomics-related hazards controls. |  |  |  |  |
| **Comments:** |
| 3. Ergonomics-related hazards and priorities for |  |  |  |  |

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| **Review Your Process for Selecting and Implementing Ergonomics-Related Hazard Controls** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |  |
| controls are reviewed with those involved in the selection and implementation of ergonomics-related hazards controls. |  |  |  |  |
| **Comments:** |
| 4. A variety of ergonomics-related hazards control options are identified and considered. |  |  |  |  |
| **Comments:** |
| 5. Criteria have been established to help compare control ideas. |  |  |  |  |
| **Comments:** |
| 6. Further investigation is conducted and additional assistance is sought if there‟s no agreement on a preferred control option. |  |  |  |  |
| **Comments:** |
| 1. Before implementing a preferred control option all the workers who will be affected by the control are informed about:
	* what changes will be made and why
	* when changes will be made
	* what the changes will mean for them.
 |  |  |  |  |
| **Comments:** |
| 8. All workers who will be affected by a new ergonomics-related hazard control are trained how to use the control. |  |  |  |  |
| **Comments:** |
| 9. The steps for installing a hazard control are reviewed to ensure that the control is installed correctly and no new hazards are introduced. |  |  |  |  |  |
| **Comments:** |  |
| 10. Worker feedback is collected and documented after the control has been installed. |  |  |  |  |  |
| **Comments:** |
| 11. After installation, workers can demonstrate that |  |  |  |  |

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| **Review Your Process for Selecting and Implementing Ergonomics-Related Hazard Controls** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| they know how to use the control. |  |  |  |  |
| **Comments:** |
| 12. After installation, any concerns of maintenance workers are addressed immediately. |  |  |  |  |
| **Comments:** |
| 1. After installation, a review is done to make sure that no new hazards have been introduced:
	* at the job/task in question
	* at job/tasks that are “downstream”
	* at job/tasks that are “upstream.”
 |  |  |  |  |
| **Comments:** |

**NOTE:** If there‟s no agreement on which ergonomics-related hazards need to be addressed or the causes of the identified ergonomics-related hazards, a more specific, in-depth risk assessment by a qualified person may be required.

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| **Review Your Process for Following Up On and Evaluating the Success of Implemented Ergonomics-Related Hazard Controls** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. People involved in projects focusing on the prevention of ergonomics-related hazards are asked to provide comments on the overall process. |  |  |  |  |
| **Comments:** |
| 2. Positive aspects of the process are documented and communicated to those involved and to senior management. |  |  |  |  |
| **Comments:** |
| 3. Opportunities for improvement are documented and communicated to those involved and to senior management. |  |  |  |  |
| **Comments:** |
| 4. A process for evaluating ergonomics-related hazard controls has been developed and documented. |  |  |  |  |

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| **Review Your Process for Following Up On and Evaluating the Success of Implemented Ergonomics-Related Hazard Controls** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| **Comments:** |
| 5. Jobs/tasks with new ergonomics-related hazard controls are re-evaluated to ensure that exposures to previously identified ergonomics-related hazards are effectively controlled. |  |  |  |  |
| **Comments:** |
| 6. Workers at a job with new ergonomics-related hazard controls are asked to provide detailed feedback about the controls (after a period of time for stabilization and break-in). |  |  |  |  |
| **Comments:** |
| 7. A process is in place to investigate and address any concerns identified. |  |  |  |  |
| **Comments:** |
| 1. The results of the evaluation are communicated to:
	* those involved in the process
	* workers using the control
	* local and senior management.
 |  |  |  |  |
| **Comments:** |
| **Reviewing Your Process for Communicating Results and Acknowledging Success** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 1. A process is in place to keep everyone up-to-date on the activities on the prevention of ergonomics-related hazards in the work place:
	* workers and supervisors
	* local and/or senior management
	* JHSC/H&S reps/Policy Committee.
 |  |  |  |  |
| **Comments:** |
| 2. Specific projects are discussed at crew/department meetings. |  |  |  |  |
| **Comments:** |

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| **Reviewing Your Process for Communicating Results and Acknowledging Success** | **No** | **In Discussion/ Development** | **Yes, Partially/ Sometimes** | **Yes, Fully/ Always** |
| 3. Project updates on the progress of the prevention of ergonomics-related hazards and results of these projects are posted on bulletin boards, reported in the work place newsletter and posted on web pages. |  |  |  |  |
| **Comments:** |
| 4. Individuals involved in projects for the prevention of ergonomics-related hazards are acknowledged, and successful prevention efforts of ergonomics-related hazards are celebrated. |  |  |  |  |
| **Comments:** |
| 5. Support for continuing the prevention of ergonomics- related hazards have been communicated by local and/or senior management. |  |  |  |  |
| **Comments:** |
| 6. Special celebrations are planned when significant reductions in the risk of ergonomics-related hazards are achieved. |  |  |  |  |

Develop an action plan to improve your ergonomics-related hazard prevention process. What can be done to increase the number of checks in the „Yes, fully/always‟ column?