**Ergonomics Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Ergonomics: General**

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| Can the work or task be performed without eye strain or glare? |
| Can the work or task be performed without repetitive lifting of the arms above the shoulder level? |
| Can the work or task be performed without the employee having to hold his or her elbows out and away from the body? |
| Can employees keep their hands or wrists in a neutral position when they are working? |
| Do regular job or site-specific safety inspections assess ergonomic risks? |
| Can the work or task be done without having to stoop the neck and shoulders to view the work? |
| Can the work or be done using the larger muscles of the body? |
| Are body pressure points such as wrists, forearms, backs of thighs prevented from undergoing unnecessary strain? |
| Are sufficient rest breaks provided, in addition to scheduled rest breaks, to relieve stress from repetitive-motion tasks? |
| Are tools, instruments, and machinery shaped, positioned, and handled so that work or tasks can be performed comfortably? |
| Are all pieces of furniture adjusted, positioned, and arranged to minimize strain on the body and maintain good posture? |
| Are supervisors and team leads aware of ergonomic risk factors such as awkward postures or repetitive tasks? |
| Are workers trained to report symptoms of ergonomic stress like back pain, strains, and sprains to management? |
| Are OSHA informational posters mounted in commonly accessible location? |
| Does the safety bulletin board contain up to date information including information on ergonomic hazards? |
| Do grinders have guards in place and are they seen to be used? |
| Are work surfaces, conveyors and packing equipment adjustable to allow different sized workers to work comfortable whether sitting or standing? |

**Ergonomics Computer Workstations – General Posture (Individual Assessment)**

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| Are head and neck upright or in line with the torso (not bent down or back)? |
| Are head, neck, and trunk facing forward (not twisted)? |
| Is the trunk perpendicular to the floor (may lean back into backrest but not forward)? |
| Are shoulders and upper arms in line with the torso, perpendicular to the floor, and relaxed? |
| Are upper arms and elbows close to the body (not extended outward)? |
| Are wrists and hands kept straight (not bent up, down, or sideways)? |
| Are thighs parallel to the floor and the lower legs are roughly perpendicular to floor? |
| Are feet resting flat on the floor or supported by a stable footrest? |
| Do computer users alternate computer tasks and other activities or take short breaks to reduce fatigue? |

**Ergonomics Computer Workstations – Chair**

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| Does the backrest support the lower back (lumbar area)? |
| Does the depth and width of the seat pan accommodate the user (seat pan not too big or small)? |
| Is there a space between the seat pan and the back of the knees and lower legs (seat pan not too long)? |
| Are flashback arrestors in lace on oxygen/acetylene torch units? |
| Do armrests, if used, support the forearms, and do not restrict movement? |

**Ergonomics Computer Workstations – Keyboard and Pointing Device**

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| Is the top of the screen at or below eye level so that it can be read without bending the neck? |
| Can those who wear bifocal or trifocal lenses read the screen without bending their necks? |
| Is the monitor directly in front of the user with the screen perpendicular to the desktop? |
| Is the screen free from glare from windows or other light sources? |

**Ergonomics Computer Workstations – Desk or Other Work Surface**

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| Is there adequate space between the top of the user’s thighs and the work surface or keyboard platform so that the thighs can move freely? |
| Is there adequate space under the work surface for the legs and feet so that the user is not cramped, and can get close enough to the keyboard to type comfortably? |

**Ergonomics Computer Workstations – Accessories**

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| Are palm rests provided to allow the forearms, wrists, and hands to remain in a straight line? |
| Can a telephone be used with the head upright (not bent) and the shoulders relaxed? |
| Are ladders, step ladders observed to be used correctly (3 points of contact)? |

**Back Lifting**

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| Have employees been trained in safe lifting principles? |
| Are workers observed lifting correctly i.e., bending at the knees not the back, team-lifting awkward-shaped or heavy objects, etc.)? |
| Are workers required to manually lift greater than 50 Lbs. on a regular basis during a shift? |
| If workers are required to manually lift objects from the floor or from above shoulder height, are protections in place? |

**Repetitive Strain Injury (Carpal Tunnel Syndrome)**

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| Are workers required to operate tools or equipment with a repetitive motion (triggering, squeezing, tapping, vibration) subject to monitoring and where possible duration restrictions? |
| Does the company provide back braces, wrist supports, gloves or other ergonomic equipment to workers? |