

# ERGONOMICS

## Safety Checklist

### Work Tasks

- All materials and equipment can be lifted and carried easily
- Mechanical lifting aids are used for heavy material
- Workers are trained in material handling techniques and the use of mechanical lifting aids.

### Work Equipment

- Workstations are at a comfortable height
- Chair back and seat heights are adjustable
- Office equipment has been organized and adjusted to avoid strain
- Storage shelves are designed to minimize bending and stretching

### Work Organization

- Workers rotate through different tasks to avoid repetitive work
- Work schedule is planned to reduce periods of high and low demand
- Sufficient rest breaks are provided.

### Work Area

- Workspace is adequate to allow for ease of movement
- Work items that are used often are within easy reach.

