


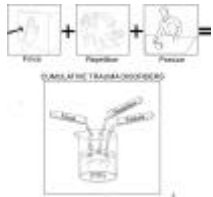


TASK ANALYSIS CHECKLIST

(Adapted from NIOSH Elements of Ergonomics Programs – Toolbox Tray 5-D)
Modified by EWI Works – February, 2002

“NO” Responses indicate potential problem areas that should receive further investigation.	YES	NO
1. Does the design of the primary task reduce or eliminate:		
a) Bending or twisting of the back or trunk?		
b) Crouching?	a) 	b) 
c) Bending or twisting the wrist?	c) 	
d) Extending the arms?	d) 	e) 
e) Raised elbows?	d) 	e) 
f) Muscle loading?	f) 	
g) Wringing motions?	g) 	h) 
h) Finger pinch-grip?	g) 	h) 
2. Can the task be done with either hand?		
3. Can the task be done with two hands?	2. 	3. 
4. Are mechanical devices used when necessary?		
5. Are pushing or pulling forces kept minimal?	4. 	5. 
6. Do the workers find the required forces acceptable?	5. 	6. 
7. Are the materials:		
a) Easy to grasp?	a) 	b) 
b) Able to be held without slipping?	b) 	c) 
c) Free from sharp edges and corners?	c) 	d) 
8. Do containers have good handholds?		
9. Are jigs, fixtures, and vices used where needed?	8. 	9. 
10. Do gloves fit properly and are they made of the proper fabric?	10. 	11. 
11. Is contact with sharp edges avoided when performing the task?	10. 	11. 

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12. When needed, are push buttons designed properly?	12. 	13. 	<input type="checkbox"/>	<input type="checkbox"/>
13. Do the job tasks allow for ready use of personal equipment that may be required?			<input type="checkbox"/>	<input type="checkbox"/>
14. Are high rates of repetitive motion avoided by:				
a) Job rotation?			<input type="checkbox"/>	<input type="checkbox"/>
b) Self-pacing?			<input type="checkbox"/>	<input type="checkbox"/>
c) Sufficient pauses?			<input type="checkbox"/>	<input type="checkbox"/>
d) Adjusting the job skill level of the worker?			<input type="checkbox"/>	<input type="checkbox"/>
15. Is the employee trained in:				
a) Proper work practices?			<input type="checkbox"/>	<input type="checkbox"/>
b) When and how to make adjustments?			<input type="checkbox"/>	<input type="checkbox"/>
c) Recognizing signs and symptoms of potential problems?			<input type="checkbox"/>	<input type="checkbox"/>