



# PMA Ergonomics Checklist



Through its alliance with OSHA, PMA has developed this checklist that either one person at a facility or a full safety committee can use to identify and think about potential safety issues in the plant.

For the user’s convenience, an “action notes” section is included at the bottom of the checklist so that any items that may need to be corrected or further explored can be recorded. A reference section is also included at the end of the checklist to offer additional helpful resources related to this topic.

Questions	Yes	No	N/A
Do you train employees on recognizing potential ergonomic risks, such as: <ul style="list-style-type: none"> <li>• posture</li> <li>• force</li> <li>• repetition</li> <li>• contact stress</li> <li>• vibration</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide specific training to employees concerning how they can properly perform their jobs and use their tools to decrease ergonomic-related injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have ergonomic analyses been performed and records maintained for various job tasks in the plant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do job tasks require repeated or prolonged raising of the hands above shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees’ necks and shoulders placed in an awkward position, such as the head turned to the side, bent forward or bent backward, to view job tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do job tasks create pressure points between any parts of the body and the workstation or tool surface (wrists, forearms, back of thighs)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can work be done directly in front of the body without bending the torso?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive motion tasks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed to minimize strain on all parts of the body?  <i>(Such as without elevated or extended reaches; bending or twisting of the back, neck or wrist; slick, too small or too large tool handles; etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questions	Yes	No	N/A
Is office furniture and equipment adjusted, positioned and arranged to minimize strain on all parts of the body?  <i>(Such as furniture that allows the feet to be placed flat on the floor; the buttocks, thighs and back to be completely and evenly supported; the arms supported but still able to rest comfortably at the side, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mechanical lifting assists provided when manual lifting is required and weights are above NIOSH Lifting Equation Guidance? See references section below.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees received training in safe lifting practices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are work materials ergonomically positioned for safe lifting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is proper personal protective equipment used by employees when appropriate? Examples include knee pads and vibration-dampening gloves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Action Notes:** \_\_\_\_\_

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**References:**

ANSI B11.TR1 2004 Ergonomic Guidelines for the Design, Installation & Use of Machine Tools

Association for Manufacturing Technology  
 7901 Westpark Dr.  
 McLean, VA 22102-4206  
 703-893-2900

NIOSH Lifting Equation Guidance [www.cdc.gov/niosh/pdfs/94-110.pdf](http://www.cdc.gov/niosh/pdfs/94-110.pdf)

OSHA Ergonomics Web Page [www.osha.gov/SLTC/ergonomics/index.html](http://www.osha.gov/SLTC/ergonomics/index.html)