7 STEPS FOR CONDUCTING ERGONOMIC ASSESSMENTS

In Low-Risk Facilities

1 REVIEW EXISTING DATA

Step one to crafting or improving your ergonomics program involves taking a history. You need to establish a baseline understanding of work-related incidents and injuries that have already occurred.

2 ESTABLISH A STANDARD

Create an ergonomic assessment brief that outlines your methodology and tools for collecting both data. Then use the brief as a guide to ensure each assessment follows the same set of tools and documentation methods.

3 GET A REAL-LIFE PICTURE

Get a glimpse of workers in action by going on-site to collect observations. Take extensive notes, and consider capturing photos and video to help you remember specific details and generate improvement ideas.

4 ENGAGE EMPLOYEES AND GET FEEDBACK

Get the conversation going by explaining your mission and asking questions about what they do, how they do it, who trained them, how they work, training standards, and how they feel about their environment.

5 GATHER OBJECTIVE DATA

Once you've reviewed hard incident and injury data, and observed and engaged employees in their work setting, it's time to move forward with the more objective portion of the assessment process.

6 ASSESS DATA AND PRIORITIZE RISK

Dive into each job type or department to get a more granular picture of risks and opportunities. Then create a prioritized list of task risks and mitigation opportunities to tackle in the short-term and long-term.

7 CRAFT A PLAN

Now it's time to put what you've learned into action. Bring your EHS team, safety committee, or operations management together and use your list to write out a strategy for addressing risks and mitigation opportunities