

# Ergonomic Work Analysis Process

## Defining the Problem

- Collect information on company/organization
- Collect information on problem(s)
- Analyze historical trends in health or performance records
- Identify any 'triggers' or critical incidents
- Select ergonomic case criteria
- Compute total incidence (Cases/Total/Time)
- Undertake comfort level survey

## Analyzing Problem Jobs

- Identify areas/jobs/workers with problems
- Select and analyze target jobs
- Select appropriate analysis and recording procedures
- Compile job description(s)
- Determine job exposure
- Compile list of duties
- Determine duty exposure
- Interview selected case and control workers

## Analyzing Problem Jobs

- Select task analysis method
- Perform on-site observation for:
  - task analysis
  - measure static elements
  - measure dynamic forces
  - measure time/pace
  - measure posture
- Identify risk factors
- Quantify risk factors

## Implementing Ergonomic Solutions

- Identify possible ergonomic solutions:
  - administrative controls
  - engineering controls
  - re-allocation of function
  - education/training
- Define requirements for an ergonomic solution
- Select appropriate ergonomic solution
- Implement ergonomic solution
- Measure solution effectiveness against criteria
- Report preparation