

Ergonomics Program Self-Assessment

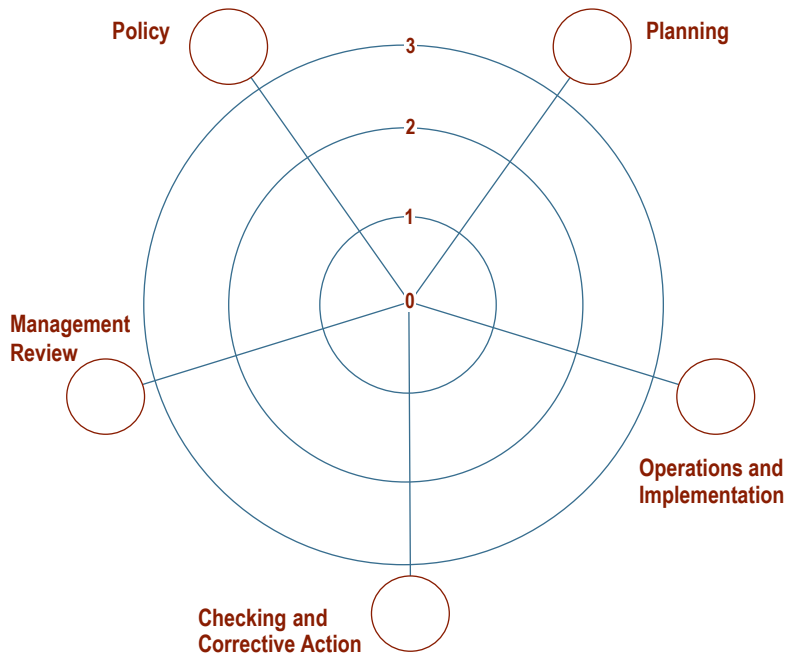
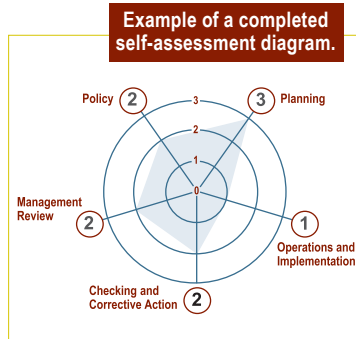
The Ergonomics Program Self-Assessment is intended to help define the gaps in your current program and guide you to developing a sound ergonomics process. Simply assess the critical elements of a successful ergonomics process, then fill out the “radar screen graphic” to view the effectiveness of your program at a glance.

Rating Criteria

Use the rating criteria below to evaluate the effectiveness of your ergonomics process in the five key continuous improvement elements — Policy, Planning, Operations and Implementation, Checking and Corrective Action, and Management Review. Average the ratings for the individual activities to determine a rating for each key element.

- 0 = Activities not typically practiced
- 1 = Some effort, not widespread practice
- 2 = Typically practiced, with regular outages
- 3 = Routinely practiced, infrequent outages

Then use the chart to illustrate your findings. The greater the shaded area; the more mature your current ergonomics process.



Policy

- _____ Establish a common goal to reduce ergonomic risk factors.
- _____ Have a written policy including; minimum expectations, roles and responsibilities.

Policy Overall Rating (Average)

Planning

Define the current situation and develop goals and strategies for the desired future state.

- _____ People are assigned specific roles for supporting the ergonomics process.
- _____ Individuals are designated to conduct ergonomic assessments and solutions.
- _____ Adequate resources (people, time & monies) are provided to meet the established goal.
- _____ Use valid, quantitative assessment tool(s) to identify and measure exposure to ergonomic risk factors.
- _____ Results of assessment are used to establish plans and goals for ergonomic improvements.

Planning Overall Rating (Average)

Operations and Implementation

Establish responsibilities and resources to ensure that ergonomic improvement activities will be successful

- _____ An Executive Sponsor is established within leadership
- _____ An Ergonomics Process Lead/Manager coordinates and leads the process.
- _____ The support infrastructure engages people from all levels of the organization.
- _____ Skills and awareness training provides people the tools, skills and ability to fulfill their roles and responsibilities.
- _____ Changes are made to the existing workplace, tools and equipment that reduce the level of ergonomic risk.
- _____ New equipment, tools and workstations are reviewed during the design phase and changed to eliminate the introduction of ergonomic risks.

Operations and Implementation Overall Rating (Average)

Checking & Corrective Action

Monitor progress that activities are following the plan and reducing ergonomic risk

- _____ Ergonomic risk assessment tool(s) are used to supplement the investigation of MSD, sprain and strain injuries.
- _____ Follow-up assessments are conducted to evaluate and ensure that workplace changes reduce ergonomic risks to an acceptable level.
- _____ The ergonomics process is reviewed and evaluated objectively on a regular basis.

Checking and Corrective Action Overall Rating (Average)

Management Review

Ensure that best practices are adopted as standards and ineffective activities are identified for improvement

- _____ Results of Ergonomic Process Reviews are shared and discussed with management
- _____ Actions are taken to address deficiencies and determine the next area of focus

Management Review Overall Rating (Average)