

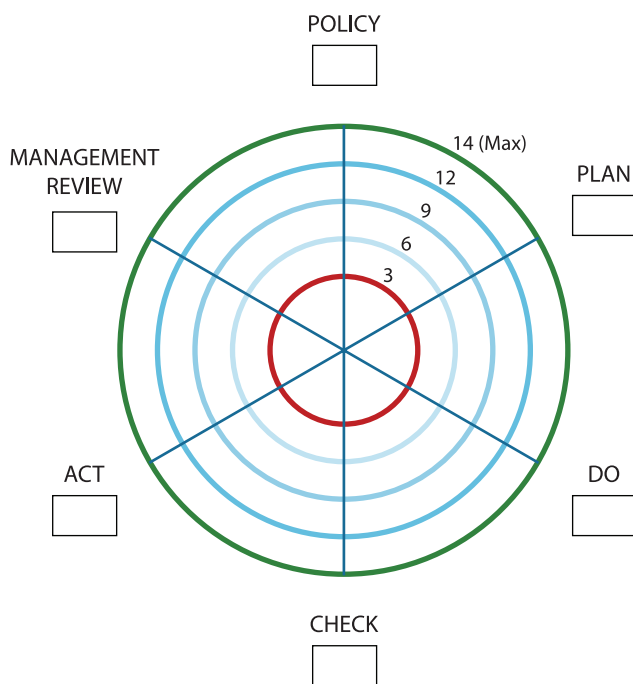
Ergonomics Program Self-Assessment

This tool will help you find gaps in your current ergonomics process and ensure you're leveraging your company's investment in ergonomics.

Rating Criteria

Rate the effectiveness of your ergonomics process by responding to the following questions regarding six continuous areas of improvement: Policy, Management Review, Plan, Do, Check, and Act. Then, total your responses and fill in the radar chart to view the effectiveness of your program at a glance.

0 = Rarely (or No) 1 = Sometimes (or Partially) 2 = Usually (or Yes)



POLICY – Establish a common goal to reduce risk factors for musculoskeletal disorders

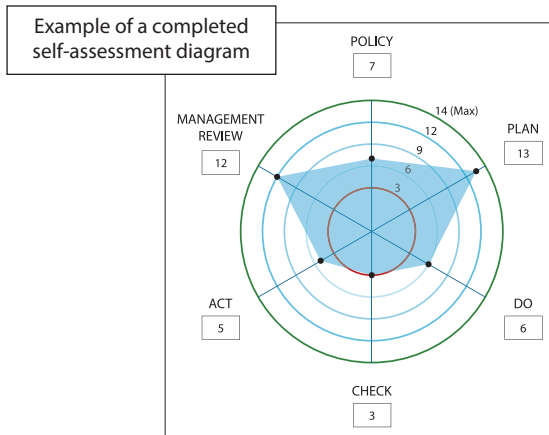
- Is there a written ergonomics policy?
- Did front-line workers review and contribute ideas to the policy?
- Was senior leadership involved in determining the policy?
- Are roles and responsibilities clearly defined?
- Is the scope clearly stated?
- Is there an overall or long-term goal that focuses on risk?
- Do the metrics support that goal?

POLICY Total _____

MANAGEMENT REVIEW – Implement best practices as standards and identify ineffective activities for improvement

- Does senior leadership participate in formal reviews of the ergonomics process?
- Are front-line workers involved in formal reviews of the ergonomics process?
- Do ergonomics process reviews occur at regular intervals?
- Is risk reduction evaluated during process review?
- Does the process review result in follow-up actions?
- Are those follow-up items tracked, documented, and reported at future process reviews?
- Does the process review address ergonomics performance relative to expectations?

MANAGEMENT REVIEW Total _____



PLAN – Understand the current situation and develop goals and strategies

- Is new equipment evaluated for musculoskeletal disorder (MSD) risk before being placed into production?
- Do workplace changes, including staffing levels and production volumes, result in new ergonomics assessments being performed?
- Do front line workers and supervisors identify MSD hazards in the workplace?
- Are priorities for new risk assessments clearly established and communicated?
- Are priorities for ergonomics improvements clearly established and communicated?
- Is ergonomics training assigned based on responsibilities?
- Have audit criteria been established?

PLAN Total _____**CHECK – Monitor progress toward meeting goals**

- Are follow-up assessments completed after improvements are made?
- Do the follow-up assessments include both risk measurement and subjective feedback from front-line workers?
- Does ergonomics training include learning verification?
- Have improvements implemented reduced risk exposures?
- Are managers held accountable for individual ergonomics performance goals?
- Are metrics and/or KPIs for ergonomics regularly communicated within the organization?
- Are ergonomics assessment tools used to investigate MSD incidents?

CHECK Total _____**DO – Implement a management process and infrastructure to meet goals**

- Does the ergonomics effort have sufficient resources (people, time, and money) to implement improvements?
- Have employees completed ergonomics training appropriate to their responsibilities?
- Are front line workers directly involved in selecting improvements?
- Do the improvements implemented follow the hierarchy of controls, emphasizing elimination and engineering controls?
- Are impacted people and departments kept aware of the status of proposed ergonomics improvements?
- Is a management of change process effectively used for ergonomics improvements?
- Do employees report mild MSD symptoms before they progress to recordable incidents?

DO Total _____**ACT – Standardize effective activities and improve ineffective activities**

- Is there a formal process for including lessons learned about ergonomics from existing product lines into new product and equipment design?
- Have the lessons learned been effectively applied in the design process?
- Is there a formal process for applying a successful solution from one job to similar jobs at the same site and (if applicable) other sites?
- Are workplace improvements included in job training and work instructions?
- Is ergonomics included in EHS auditing?
- Are gaps identified in audits incorporated into policy and plan updates?
- Have improvements implemented demonstrated a return on investment?

ACT Total _____**0 = Rarely (or No) 1 = Sometimes (or Partially) 2 = Usually (or Yes)****Ready to take the next step toward an effective ergonomics process?****Learn more about [VelocityEHS® Ergonomics!](#)**