

APPENDIX 3

Prioritization of Hazards

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This Appendix corresponds with Step 3: Prioritization of Hazards. It provides a completed example of a Checklist Scoring Summary form.

SAMPLE CHECKLIST SCORING SUMMARY

CHECKLIST SCORING SUMMARY

Technician _____ (Name)

Date _____ (Date of Analysis)

1. Job Description: Please write out job description.

Management of Air Force contracts is accomplished by reviewing files, entering data in computer, validating information in the contract, and filing. The contract specialist must meet with others in the immediate work area.

2. Scoring Summary: Transfer scores from individual scoring sheets.

Body Region	Task Scores				Priority Score by Body Region	Priority Rating by Body Region
	Task Name: <i>Computer</i>	Task Name: <i>Writing & Reviewing</i>	Task Name:	Task Name:	Add across row and divide by # of tasks for average	High: 8+ Med: 4-7 Low: 0-3
<u>Shoulder/Neck</u>	2	6			= 4	High Med Low
<u>Hand/Wrist/Arm</u>	1	2	* Note: 1.5 was rounded up to 2		= *2	High Med Low
<u>Back/Torso</u>	0	5	* Note: 2.5 was rounded up to 3.		= *3	High Med Low
<u>Legs/Feet</u>	0	0			= 0	High Med Low
<u>Head/Eyes</u>	2	2			= 2	High Med Low

Select the highest body region score for each task then circle below for High, Med, Low	Highest Score 2	Highest Score 6	Highest Score	Highest Score
High: 8+ Med: 4-7 Low: 0-3	High Med Low	High Med Low	High Med Low	High Med Low

Environmental Rating
High Med Low

3. Case Study Selection: Select the case studies that match the high or medium rated tasks that you identified for this job. Place a ✓ in the appropriate boxes below and then turn to the appropriate case study in Appendix 4.

CASE STUDIES		
1. Use of Computer • Keying/Typing • Mousing	<input checked="" type="checkbox"/>	5. Calling (Telephone Use) <input type="checkbox"/>
2. Writing/Illustrating	<input checked="" type="checkbox"/>	6. Copying/Sorting <input type="checkbox"/>
3. Stapling	<input type="checkbox"/>	7. Drafting (CAD Systems) <input type="checkbox"/>
4. Monitoring Visual Display (Vigilance)	<input type="checkbox"/>	8. Filing/Administrative <input type="checkbox"/>
		9. Use of Calculator/ Numeric Keypad <input type="checkbox"/>
		10. Lifting/Pushing/Pulling <input type="checkbox"/>
		11. Microscope Work <input type="checkbox"/>

Overall Job Priority Score	
Highest Avg. Score by Body Region 4	High Med Low
Body Region <i>Shoulder/Neck</i>	High Med Low