

FORMS

**Level I Ergonomics Assessment Checklist
for Administrative Work Areas**

Level I Ergonomics Assessment Checklist for Administrative Work Areas	Survey Date (YYMMDD)	Workplace Identifier:			
<i>(use this space for mechanical imprint)</i>		Base		Organization	
		Workplace			
		Bldg. No/Location		Room/Area	
		AFSC/Job Series			
		Job Name:			
BEF Technician: _____ <div style="text-align: center;">Sign</div>					

Level I Ergonomics Assessment Checklist for Administrative Work Areas

Part I - Work Content (Description of Tasks Performed)

Technician: _____

Date: _____

For this section, work with the employee to obtain a basic description of the types of tasks that make up his/her job. For each Type of Work performed, indicate the approximate work frequency by checking the most appropriate circle.

1. **Routine:** Performed *three or more days per week*.
 - **1-4 hrs.:** The total amount of time per day spent performing the task is 1-4 hrs.
 - **> 4 hrs.:** The total amount of time per day spent performing the task is more than 4 hrs.
 - **< 1 hr.:** The total amount of time per day spent performing the task is less than 1 hr.
2. **Non-routine:** Performed two days a week or less.
3. **Never/NA:** This type of work not performed

WORK CONTENT MATRIX					
Task	Work Frequency (Check one)				
<i>If the employee performs tasks, which are not listed, write in the additional task types and indicate the work frequency.</i>					
			Routine		
	Never/NA	Non-Routine	< 1 hr.	1-4 hrs.	> 4 hrs.
1. Using a computer - General/word processing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Writing/Reviewing documents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Stapling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Monitoring (vigilance tasks)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Calling (telephone use)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Copying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Drafting/illustrating (CAD/graphics)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Filing/general administrative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Use of calculator/numerical pad	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. Lifting/Pushing/Pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Microscope Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

= Only complete the checklist for critical tasks, which are indicated by the shaded box. [Critical tasks include: Routine tasks and Lifting tasks (regardless of frequency)]

Performance Measures

How is your performance measured? _____

Part II - Shoulder / Neck

Job Factors

For Routine Tasks (three or more days/week) or Lifting Tasks for each Job Factor, score:

- **Frequently (F):** if **BOTH**
 - **Task** is performed greater than 4 hours per day **AND**
 - **Job Factor** occurs greater than 1/2 of task time
- **Sometimes (S):** Job factor **occurs** but does not meet the conditions for a Frequently
- **Never/NA (N):** if the Job Factor does not occur **OR** is not applicable.

Critical Tasks

	Job Factor	Task	Task	Task	Task	Comments
	1. Upper arms held away from body continuously while unsupported greater than 15° away from the body (e.g., using keyboard, mouse).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	2. Repeated reaching arms greater than 15° away from the body, (e.g., obtaining reference manuals, filing, accessing telephone).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	3. Shrugging working with both shoulders raised while arms unsupported (e.g. keyboard too high).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	4. Repeated arm forces exceeding 10 lb. (4.5 kg.) (roughly equivalent to lifting a gallon of milk), (e.g., pulling files or stapling).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	5. Holding/carrying materials exceeding 25 lb. (11.3 kg.) (e.g., 10" stack of files).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	6. Cradling the telephone between the neck and shoulder	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	7. Head bent down, up, or neck is twisted (e.g., monitor or document too high, too low, off to side).	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	Task Scores = (column total)					

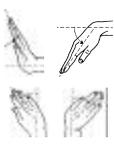
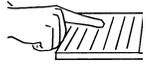
Part II - Hands/Wrists/Arms

Job Factors

For Routine Tasks (three or more days/week) or Lifting Tasks for each Job Factor, score:

- **Frequently (F):** if **BOTH**
 - **Task** is performed greater than 4 hours per day **AND**
 - **Job Factor** occurs greater than 1/2 of task time
- **Sometimes (S):** Job factor **occurs** but does not meet the conditions for a Frequently
- **Never/NA (N):** if the Job Factor does not occur **OR** is not applicable.

Critical Tasks

	Job Factor	Task	Task	Task	Task	Comments
	8. Bent Wrists (e.g., any instance when wrist is not straight.)	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	9. Repeated Wrist Movements (e.g., manipulating paper)	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	10. Repeated Finger Movements (e.g., using keyboard, mouse, paper /equip.)	F=3 S=1 N=0	F=3 S=1 N=0	F=3 S=1 N=0	F=3 S=1 N=0	
	11. Hyperextension of Finger/Thumb. Finger/thumb held away from rest of hand (e.g., using small input devices)	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	12. Hand Forces more than minimal force used to key, constant pinch force > 2 lb. (0.9 kg.) (e.g., squeeze staple remover, hitting keys, gripping mouse or pencil, pulling files) constant full-hand force > 5 lb. (2.27 kg.) (e.g., hold gallon of water),	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	13. Hard Edges wrists or forearms rest on hard edges (e.g., desk, keyboard tray, armrests)	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	14. Repeated Forearm Rotation (e.g., flipping pages)	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	Task Scores = (column total)					

Part II - Back/Torso

Job Factors

For Routine Tasks (three or more days/week) or Lifting Tasks for each Job Factor, score:

- **Frequently (F):** if **BOTH**
 - **Task** is performed greater than 4 hours per day **AND**
 - **Job Factor** occurs greater than 1/2 of task time
- **Sometimes (S):** Job factor **occurs** but does not meet the conditions for a Frequently
- **Never/NA (N):** if the Job Factor does not occur **OR** is not applicable.

Critical Tasks

	Job Factor	Task	Task	Task	Task	Comments
	15. Leaning Forward or Poor Lower Back Posture <i>(e.g., when sitting, when standing)</i>	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	16. Repeated Bending while standing > 45° forward bending or any observable leaning to the side, twisting or backward bending, (e.g., lifting below knee height)	F=4 S=4 N=0	F=4 S=4 N=0	F=4 S=4 N=0	F=4 S=4 N=0	
	17. Lifting Forces – handling > 50 lb. (22.7 kg.) while close to body or, – handling > 10 lb. (4.5 kg.) While bent and/or reaching (or while seated) or – high speed movements	F=4 S=4 (any duration) N=0	F=4 S=4 (any duration) N=0	F=4 S=4 (any duration) N=0	F=4 S=4 (any duration) N=0	
	18. Lack of foot support or worker behavior (e.g., crossing legs) does not allow both feet to remain flat on floor while seated. O,r foot support not used.	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	Task Scores = (column total)					

Part II - Legs/Feet

Job Factors

For Routine Tasks (three or more days/week) or Lifting Tasks for each Job Factor, score:

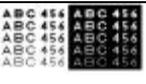
- **Frequently (F):** if **BOTH**
 - **Task** is performed greater than 4 hours per day **AND**
 - **Job Factor** occurs greater than 1/2 of task time
- **Sometimes (S):** Job factor **occurs** but does not meet the conditions for a Frequently
- **Never/NA (N):** if the Job Factor does not occur **OR** is not applicable.

Critical Tasks

	Job Factor	Task	Task	Task	Task	Comments
	19. Edge of Seat or worksurface presses into legs.	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	20. Hard Floor Surface Standing and/or walking on hard surfaces.	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	21. Kneeling/Squatting	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	F=4 S=1 N=0	
	Task Scores = (column total)					

Checklist, Head/Eyes

Critical Tasks

	Job Factor	Task	Task	Task	Task	Comments
	22. Staring at Screen or Document	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	
	23. Glare (e.g., on computer screen, work surface, from overhead lights/windows)	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	
	24. Light Levels too high or too low	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	
	25. Screen Distance too far away (>30") (76.2 kg.) or too close (<18") (45.7 kg.)	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	
	26. Difficult to Read Computer screen/documents are difficult to read (e.g., text too small, poor display quality)	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	F=2 S=1 N=0	
	Task Scores = (column total)					

CHECKLIST SCORING SUMMARY

Technician _____ Date _____

1. Job Description: Please write out job description.

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:	Task Name:	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>						High Med Low
<u>Hand/Wrist/Arm</u>						High Med Low
<u>Back/Torso</u>						High Med Low
<u>Legs/Feet</u>						High Med Low
<u>Head/Eyes</u>						High Med Low

Select the highest body region score for each task then circle below for High, Med, Low	Highest Score	Highest Score	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 <input type="checkbox"/> • Keying/Typing • Mousing	5. Calling (Telephone Use) <input type="checkbox"/>	9. Use of Calculator/ Numeric Keypad <input type="checkbox"/>
2. Writing/Illustrating <input type="checkbox"/>	6. Copying/Sorting <input type="checkbox"/>	10. Lifting/Pushing/Pulling <input type="checkbox"/>
3. Stapling <input type="checkbox"/>	7. Drafting (CAD Systems) <input type="checkbox"/>	11. Microscope Work <input type="checkbox"/>
4. Monitoring Visual Display (Vigilance) <input type="checkbox"/>	8. Filing/Administrative <input type="checkbox"/>	

Overall Job Priority Score	
Highest Avg. Priority Score by Body Region	High
_____	Med
Body Region	Low

Corrective Action List (Administrative Work Areas)

Select the corrective action from the **case studies** pages paying particular attention to the body regions that are primary and secondary concerns. Place a ✓ in the appropriate boxes below as you select from each case study.

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
1. Alternate between sitting and standing			
2. Alternate grips for pen to help reduce gripping force			
3. Angle telephone base slightly			
4. Angle work surface to bring work closer to the body and the eye			
5. Center numeric pad or calculator in front of body			
6. Check eyes and correct for visual disorders			
7. Clean screen regularly			
8. Close blinds or curtains			
9. Cover or turn out under cabinet lighting			
10. Direct task light away from screen and eyes			
11. Group frequently used items together for convenient retrieval			
12. Improve character size and style on document and monitor			
13. Incorporate health comfort strategies <ul style="list-style-type: none"> • alternate tasks • stretch • take rest pauses 			
14. Install adjustable forearm rest			
15. Install alternative mouse			A.5.2.1
16. Install anti-glare screen			
17. Install larger keyboard tray			
18. Install palm rest			A.5.2.6

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
19. Install palm support entire length of drafting table			A.5.2.6
20. Install parabolic louvers to direct light down on the surface			
21. Install push button phone			
22. Investigate use of alternative calculator/keyboard			
23. Kneel to access lower level of photocopier			
24. Kneel to access low level shelves			
25. Locate frequently retrieved items between knee and shoulder height			
26. Locate heavy items between knee and waist level			
27. Locate sorting piles near work surface edge			
28. Lower chair			A.5.1.4
29. Lower items below shoulder height			
30. Lower keyboard tray or work surface			A.5.1.3
31. Lower light levels			A.5.1.5
32. Lower sort shelves below shoulder height			
33. Move chair closer to surface edge			A.5.1.4
34. Move items closer to body			
35. Move items in work zone			
36. Move keyboard forward so forearms rest evenly on surface			

Corrective Action List (Administrative Work Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
37. Move microscope closer to edge			
38. Move microscope forward so forearms rest evenly on surface			
39. Move monitor from underneath shelves			
40. Move monitor out from under cabinet lighting			
41. Move mouse/keyboard forward so forearms rest evenly on surface			
42. Move stapler closer to work surface edge			
43. Move telephone in work zone			
44. Orient paper by turning it so that area worked in is close to the body			
45. Periodically look away from microscope to change the task demand on the eye and focus on an object of varying distance			
46. Periodically look away from screen.			
47. Place binders on work surface			
48. Place hand when not dialing on worksurface or lap.			
49. Place keyboard and mouse on work surface			
50. Place keyboard/calculator /monitor onto larger surface			
51. Place microscope on larger surface			
52. Place monitor on alternative work surface			
53. Place monitor perpendicular to window			

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
54. Position body closer to work			
55. Position desk perpendicular to the window			
56. Position document at a comfortable viewing distance for larger blue prints by folding document or loosely rolling			
57. Position document on document support same height and angle as monitor. If document is handled, flipped or written on, a slightly inclined surface is preferred. Place document on side of dominant eye.			A.5.1.5
58. Position monitor 18 - 30 " (45.7- 76.2 cm.)from eyes			A.5.1.5
59. Position monitor appropriately. -For drawing work, so that eye level is at mid-screen . - For non-drawing tasks, the primary work area on the screen should be just below eye level. - For bifocal user, so that the neck is upright, not tilted (usually directly on the work surface) <ul style="list-style-type: none"> • place on monitor blocks • place monitor on hard drive • place monitor on work surface 			A.5.1.5
60. Position monitor between overhead lights			
61. Position monitor in front of body			
62. Position monitor so eyes are mid level on screen			A.5.1.5

Corrective Action List (Administrative Work Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
63. Position mouse next to keyboard			
64. Position mouse next to keyboard at same height			
65. Position numeric pad in front of monitor			
66. Position tablet in primary zone			A.5.2.2
67. Program macro keys to reduce keying			
68. Properly maintain carts			
69. Provide additional staff			
70. Provide adequate storage			A.5.2.3
71. Provide alternative work surface layout			A.5.2.2
72. Provide anti-fatigue mats			
73. Provide appropriate cart			
74. Provide appropriate document holder			A.5.2.5
75. Provide back support			
76. Provide footrest			A.5.2.4
77. Provide larger work surface			A.5.2.2
78. Provide proper chair			A.5.2.1
79. Provide screen hood/visor			
80. Provide standing workstation			
81. Provide stapler with longer, level arm			
82. Provide task light			A.5.2.8
83. Provide telephone headset			
84. Raise arm rest(s)			A.5.1.4
85. Raise chair			A.5.1.4
86. Raise desk with 1 - 2 " blocks"			
87. Raise keyboard or work surface			A.5.1.3
88. Redesign job			

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
89. Remove clutter from under work surface			
90. Remove or lower armrests			A.5.1.4
91. Rotate staff members between tasks			
92. Stand up and reach for items positioned above desk or in reference zone.			
93. Tilt monitor down so it is parallel to floor			A.5.1.5
94. Train worker to properly adjust chair			
95. Train proper body mechanics/posture			
96. Train proper keying style			
97. Train proper microscope technique			
98. Train proper mousing style			
99. Train use of available footrest			
100. Use a flat staple remover with a power grip rather than a pinch grip			
101. Use an available telephone headset			
102. Use automatic stapler			
103. Use available alternative work surface			
104. Use available cart to move boxes, files etc.			
105. Use available chair with adjustable armrest(s) for forearm support			A.5.1.4
106. Use height adjustable armrests to support the forearm			A.5.1.4
107. Use keyboard tray that accommodates mouse, keyboard			

Corrective Action List (Administrative Work Areas) Cont'd

Job Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
and palm support			
108. Use larger stapler with longer level arms			
109. Use proper cart to move files			
110. Use proper footwear			
111. Use step stool to access high level shelves			
112. Use task specific lens			
113. Use well-fitting gripper gloves to pull files			

Environmental Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
desk/worksurfaces			
9. Open doors/windows when possible			
10. Provide adequate storage			
11. Provide portable fan(s)			
12. Provide portable heater(s)			
13. Rearrange desk/worksurfaces			
14. Rearrange workarea to avoid face-to-face workstations			
15. Redesign work areas			
16. Redirect air conditioning units and/or fans			
17. Relocate workstation away from air vents			
18. Remove unnecessary boxes from workareas and/or walkways			
19. Use air-conditioning when provided			
20. Use heavier clothing when possible			
21. Use lighter clothing when possible			
22. Vent portable air conditioners and other heat producing equipment to outdoors when possible			

Environmental Factors

Corrective Action	Action Selected		Implementation Reference (Appendix 5)
	Minor	Major	
1. Close doors when possible to reduce noise			
2. Complete a space plan			
3. Eliminate/reduce loud radios, p.a. announcements and phone signals (ringers)			
4. Install acoustical panels			
5. Install printer covers to isolate noise			
6. Install separate air conditioning units when possible			
7. Install wall panel(s)			
8. Minimize clutter on			

LEVEL I ERGONOMICS ASSESSMENT SUMMARY AND RECOMMENDATIONS

Date (YYMMDD)		Workplace Identifier:	
<i>(use this space for mechanical imprint)</i>	Base	Organization	
	Workplace		
	Bldg. No./Location	Room/Area	
	AFSC/Job Series		

CRITICAL TASKS IN PRIORITY ORDER

Task Name	Task Rating	Body Regions and Ratings <small>(Circle one for each region)</small>				
		Shoulder/Neck	Hands/Wrists/ Arms	Back/Torso	Legs/Feet	Head/Eyes
1.	High Med	High Med	High Med	High Med	High Med	High Med
2.	High Med	High Med	High Med	High Med	High Med	High Med
3.	High Med	High Med	High Med	High Med	High Med	High Med
4.	High Med	High Med	High Med	High Med	High Med	High Med

OVERALL JOB RATING

RATING: High Medium <small>(Circle one)</small>	PRIORITY BODY REGION: _____ <small>(Write in)</small>
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- Findings are consistent with results from Job Requirements and Physical Demands Survey (PHF): Yes No N/A
 Comment: _____

- Findings are consistent with AF Form 190: Yes No N/A
 Comment: _____

RECOMMENDATIONS FOR FOLLOW-UP

<p style="text-align: center;">Modifications and adjustments</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="font-size: small;">Expected Benefits <input type="checkbox"/> Health/Safety <small>(Check all that apply)</small> <input type="checkbox"/> Productivity/Quality</p>	<p style="text-align: center;">Major changes and/or purchases</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="font-size: small;">Expected Benefits <input type="checkbox"/> Health/Safety <small>(Check all that apply)</small> <input type="checkbox"/> Productivity/Quality</p>
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BEF (Sign) _____