



# Level I - Ergonomics Assessment for Administrative Work Areas

## Part II - Checklist, Hand/Wrist/Arm

### Job Factors

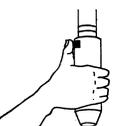
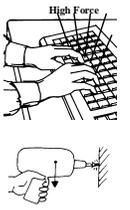
For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor	Task Name:	Task Name:	Task Name:	Comments			
	Task Frequency		Task Frequency		Task Frequency		
	Moderate 10-50%	High 51-100%	Moderate 10-50%		High 51-100%	Moderate 10-50%	High 51-100%
 <b>2.1 Bent wrists (&gt;10 degrees in any direction)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>2.2 Repeated hand, wrist, or arm movements (includes forearm rotation) (e.g., scanning groceries, keying)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>2.3 Repeated finger movements (e.g., repetitive keying tasks, operating buttons on hand-held scanners)</b>	F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0	F S N 1 1 0	F S N 3 1 0	
 <b>2.4 Hyperextension of thumb/finger (e.g., using a small input device, using pliers with a wide handle span)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>2.5 Hand forces; fingertip force &gt; 2 lbs. (.9 kg.) (e.g., 2 lbs. is roughly equal to holding fingernail clippers closed) or full hand forces &gt; 8 lbs. (3.6 kg.) (e.g., 8 lbs. is roughly equal to holding a gallon of milk)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>2.6 Hard edges (e.g., tool handle or desk presses into fingers, hand or wrist; holding box by cut-out handles or strapping)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
<b>Task Scores =</b> (column total)							

# Level I - Ergonomics Assessment for Administrative Work Areas

## Part II - Checklist, Back/Torso

### Job Factors

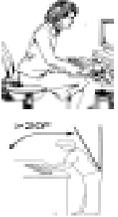
For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor	Task Name:	Task Name:	Task Name:	Comments			
	Task Frequency		Task Frequency		Task Frequency		
	Moderate 10-50%	High 51-100%	Moderate 10-50%		High 51-100%	Moderate 10-50%	High 51-100%
 <p><b>3.1 Static/awkward back postures</b> (e.g., leaning forward or to the side &gt;20 degrees) while standing or sitting</p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <p><b>3.2 Repeated forward or side-ways bending (&gt;20 degrees)</b> (e.g. lifting from floor level)</p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <p><b>3.3 Repeated twisting</b> (e.g. rushing while lifting, pulling, open a stuck door)</p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <p><b>3.4 Lifting:</b></p> <ul style="list-style-type: none"> <li>50 lbs. (22.7 kg.) if upright with the load held close to the body</li> <li>or</li> <li>10 lbs. (4.5 kg.) if lift involves bending or reaching</li> </ul>	F S N 4 4 0	F S N 4 4 0	F S N 4 4 0	F S N 4 4 0	F S N 4 4 0	F S N 4 4 0	
 <p><b>3.5 High speed or sudden movements</b> (e.g., lifting patients, lifting boxes larger than 30 in. [76.2 cm])</p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <p><b>3.6 Pushing/pulling &gt; 50 lbs. (22.7 kg)</b> (e.g. pushing/pulling a full two-drawer file cabinet across a carpeted floor)</p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <p><b>3.7 No foot support when seated</b></p>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
<b>Task Scores =</b> (column total)							

# Level I - Ergonomics Assessment for Administrative Work Areas

## Part II - Checklist, Legs/Feet

### Job Factors

For each Job Factor, select the appropriate Job Factor Frequency score in the appropriate Task Frequency column using the following guidelines:

**Frequently (F):** Job Factor occurs more than 50% of the task time

**Sometimes (S):** Job Factor occurs for 10-50% of the task time

**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor	Task Name:	Task Name:	Task Name:	Comments			
	Task Frequency		Task Frequency		Task Frequency		
	Moderate 10-50%	High 51-100%	Moderate 10-50%		High 51-100%	Moderate 10-50%	High 51-100%
 <b>4.1 Standing in a fixed position (especially on hard floor surface)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>4.2 Exposure to hard edges or surfaces (e.g., edge of chair presses into back of leg, task requires leaning against the hard edge of a table)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
 <b>4.3 Awkward leg postures (e.g. kneeling, squatting crawling, etc.)</b>	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	F S N 1 1 0	F S N 4 1 0	
<b>Task Scores = (column total)</b>							

# Level I - Ergonomics Assessment for Administrative Work Areas

## Part II - Checklist, Head/Eyes

### Job Factors

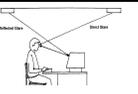
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**Infrequently/Never (N):** Job Factor occurs less than 10% of the task time or does not apply

### Critical Tasks

Job Factor	Task Name:		Task Name:		Task Name:		Comments
	Task Frequency		Task Frequency		Task Frequency		
	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	Moderate 10-50%	High 51-100%	
 <p><b>5.1 Light levels are too high or too low (difficult to see)</b></p>	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
 <p><b>5.2 Task is visually demanding (e.g., requires close examination of work piece or computer screen)</b></p>	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
 <p><b>5.3 Glare is present on the work surface or computer screen</b></p>	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
 <p><b>5.4 Text/computer screen is difficult to read</b></p>	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
 <p><b>5.5 Computer screen is too close (&lt; 18" (46cm)) or too far away (&gt; 30" (76cm))</b></p>	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	F S N 1 1 0	F S N 2 1 0	
<b>Task Scores = (column total)</b>							