Move WELL Work WELL

SUPERVISOR ERGONOMICS WORK OBSERVATION

This assessment tool assists supervisors in determining if MSI hazards are present.
Please review directions below:

Supervisors are responsible for ensuring workers know about the hazards in their work and how to work safely.

This document assists supervisors in determining if MSI hazards are present, identifying training gaps, and assessing whether controls are working.

Ergonomics work observations are a supervisor's opportunity to engage directly with workers about MSI prevention and discuss ways to make work safer.

INSTRUCTIONS

- Document the name of the person completing the observation, the date, the job/type of work and the attendee(s).

- Guide worker(s) through the questions.

- Check the box if the question is applicable and discussed.

- Write notes on the task observed and follow-up actions taken or needed.

Move WELL / Work WELL

SUPERVISOR ERGONOMICS WORK OBSERVATION

Supervisor's Name:		Date:	
Job/Type of Work:		Location:	

Attendee(s):

Supervisor guides workers through the questions below:

	What are the MSI hazards associated with the work?
	How did you assess the work and prepare before starting? (e.g., warm up the body, obtain the right equipment, inspect the equipment, clear clutter)
	What controls are in place to help you prevent MSI? Is there a Safe Work Procedure for this task that includes controls to prevent MSI?
	What tools or equipment are necessary to perform the work safely?
	How do you know the tools/equipment/lifting devices are in good working order and used correctly?
	What are the safe lifting principles? Have you been trained in them? What other training have your received or is needed to prevent MSI?
	Are you performing this task in a way that may put you at risk for an MSI? (bending, reaching, twisting, etc.) Is there a better way to do the task?
	How does your body feel when performing this task?
	How can this task be done safer?
	Has your work and workstation/area been reviewed for MSI hazards by your employer?

Notes on Observation:

Follow-up Actions: