

# ERGONOMICS: IT'S PLACE IN STRATEGIC PLANNING

## Ergonomic Audit Checklist

*The purpose and goal of ergonomics is to provide an environment that allows the worker to interact with their job safely and efficiently.*

### INSTRUCTIONS

Take a tour of your department, as you read each category, check the box of all the ergonomic initiatives that are currently in place at your facility. On the 2nd page, identify one ergonomic improvement you can make in your department and fill in the blanks accordingly.

### DECONTAMINATION

#### Safety/PPE

- Required PPE (Personal Protective Equipment) is available for use
- PPE meets minimum standards as written in our IFU & hospital policy
- All chemistries are appropriately capped off to prevent spills and exposure
- All trip & slip hazards have been removed
- Other: \_\_\_\_\_

#### Equipment

- Automated flushing system
- Automated chemistry dispensers
- Automated washer/disinfectors
- Height adjustable sinks
- Lighted magnification
- Borescope
- Other: \_\_\_\_\_

#### Micro-Ergonomics

- Screen tilt
- Keyboard hinged arm
- Adjustable lighting
- Tool/supplies placement (*reduced bending and twisting*)
- Other: \_\_\_\_\_

**PREP & PACK**

**Safety/PPE**

- All trip & slip hazards have been removed
- Other: \_\_\_\_\_

**Equipment**

- Height adjustable tables
- Lighted magnification
- Borescopes
- Other: \_\_\_\_\_

**Micro-Ergonomics**

- Screen tilt
- Keyboard hinged arm
- Adjustable lighting
- Supply placement (*reduced bending and twisting*)
- Other: \_\_\_\_\_

**EDUCATION/AWARENESS**

- In-service on ergonomics
- In-services on new equipment and processes
- Current SOPs and guidelines are readily available
- Ergonomics awareness flyers are posted within the department
- Ergonomic resources are available for reference

**NEXT STEPS**

**Plan**

Identify one ergonomic need: \_\_\_\_\_

\_\_\_\_\_

**Do**

I will discuss my findings with: \_\_\_\_\_

\_\_\_\_\_

**Check**

Two (2) ways I can help make improvements is by: \_\_\_\_\_

\_\_\_\_\_

**Act**

I will improve my ergonomic awareness by: \_\_\_\_\_

\_\_\_\_\_