

Industrial Workstation Ergonomic Checklist

Proper industrial workstation ergonomics helps to reduce many costs and increase profitability in your operations. Workers who use ergonomically correct industrial workstations experience more energy, higher morale, less pain, and fewer days lost to sick time. Additionally, by maximizing the efficiency of usable space for each workstation, companies can reduce real estate holdings and increase income per square foot. This checklist has been designed to help you identify the factors that need to be taken into account when designing custom industrial workstations.

Height Adjustability

Considerations:	Notes:
<p>What height adjustment do you need?</p> <ul style="list-style-type: none"> · Limit awkward reaching or bending to reduce fatigue and injury. · Allow workers to perform tasks in an ergonomically correct position. · A 16" dimension, when in a sit or stand, accommodates the 5th percentile female to 95th percentile male (according to US Navy anthropometric charts). 	
<p>Will the workers be sitting, standing or shifting between sitting and standing?</p> <ul style="list-style-type: none"> · Adjustable height workstations allow workers to vary movements and avoid repetitive movement injuries. · The workstation height should allow adequate room between the table or bench and legs when seated. · Height can be changed to allow workers to raise or lower the work surface based on the part or task. 	
<p>Will multiple workers use the workstation or will only one worker use the workstation?</p> <ul style="list-style-type: none"> · Electric and hand crank adjustable height surfaces allow for easy changing at shift change. · Electric and hand crank adjustable height surfaces allow for easy changing when rotating tasks throughout the work day. 	
<p>How easy is it to change position of workstation?</p> <ul style="list-style-type: none"> · If changing work surface height is not easy, many workers will not do it and end up working in an ergonomically incorrect position. · To ensure efficient operations and minimize lost productivity, the workstation height should be quickly adjustable. 	
<p>What type of adjustment mechanism is best for your operation?</p> <ul style="list-style-type: none"> · Electric mechanisms provide a fast and easy height change. They are especially helpful for adjusting work surfaces for heavy equipment or fixtures. · Hand crank mechanisms are less expensive, but require a little more time and effort to change work surface height. · Manual adjustment mechanisms are very economical, but you lose the "on demand" adjustability offered with electric and hand crank mechanisms. 	

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Workstation Size/Logistics

Considerations:	Notes:
<p>Will the workstation be stationary or will it need to be moved frequently?</p> <ul style="list-style-type: none"> · Mobility for your workstation can be accomplished by adding casters. 	
<p>How large is the area for the workstation?</p> <ul style="list-style-type: none"> · Square footage real estate costs should be considered. · Use the minimum amount of space while allowing the worker to operate comfortably and efficiently. · Minimize the amount of reaching workers need to do for task accomplishment · Workers should not have their hands above their shoulders or have stooped postures while performing tasks. 	
<p>What shape of workstation is best suited to your operations?</p> <ul style="list-style-type: none"> · Standard rectangular units are popular, but other options can help you maximize corner space · Minimize the amount of reaching workers need to do for task accomplishment 	
<p>What are your aesthetic requirements?</p> <ul style="list-style-type: none"> · Custom colors to match surroundings and increase branding in your facility. · Professional design helps you maximize the marketing power of your manufacturing facility. · 	
<p>Do you have any material specifications that need to be met?</p> <ul style="list-style-type: none"> · ESD materials should be used if working with electronics components or static-sensitive parts. · Food compliant materials, like stainless steel, should be used if working with food or beverage products. · Table tops should be well constructed to avoid snagging of clothing or parts during movement. 	
<p>Do you need other ergonomic accessories built into the workstation?</p> <ul style="list-style-type: none"> · Adjustable footrests can aid ergonomic positioning. · Ergonomic edging allows workers to comfortably rest their arms. 	

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Equipment

Considerations:	Notes:
<p>Do you have existing equipment that must be attached to or rest on the work surface?</p> <ul style="list-style-type: none"> · Be sure to account for the height of the equipment when calculating the actual work surface height. · Cut-outs can be made to allow equipment to be housed at lower heights. · Build-outs can be made to address safety or oddly sized equipment. 	
<p>What is the weight of the equipment and products that will be used on the work surface?</p> <ul style="list-style-type: none"> · Make sure the workstation can handle the weight of the equipment so as not to cause safety issues or unnecessary wear on the height adjustment mechanisms. · Additional legs can be added to accommodate heavier workloads. 	

Functionality-Accessories

Considerations:	Notes:
<p>Will the work surface need to tilt?</p> <ul style="list-style-type: none"> · Infinitely adjustable tilt mechanisms are highly customizable to work with any task. · Tilt mechanisms with set stops are more economical and will adjust to most tasks. 	
<p>How much light is available and how much is needed?</p> <ul style="list-style-type: none"> · Additional task lights can be mounted to workstations to augment building lighting. 	
<p>Do you need the workstation to be equipped with power?</p> <ul style="list-style-type: none"> · Power strips attached to the workstation for additional outlets. · Mounted power strips are preferable because they reduce safety hazards from loose hanging cords. 	
<p>What accessories will be needed?</p> <ul style="list-style-type: none"> · All bins, shelves and racks should be individually adjustable to keep parts within easy reach of all workers. · Heavier parts should be located toward the bottom so lifting is minimized. · Bins and storage containing the most often used tools and parts should be located closest to the worker. · Document stands can be added to allow easy reading of checklists, assembly instructions, safety procedures, or other documents. · Swing arms can be added so parts can be moved closer to the worker. · Drawers can help eliminate clutter on the work surface. · Keyboard/mouse trays, as well as monitor stands, allow for ergonomic positioning of computer workstations. 	