Ergonomic Safety Checklist

conducted for

Z.A.C. Incorporation

Date and Time of Inspection
28 May 2018 11:32 AM

Inspected by
Grace Joan Tan

Location
1 Dinso Rd, Khwaeng Wat Bowon Niwet, Khet Phra Nakhon, Krung Thep Maha Nakhon 10200, Th

Completed on
28 May 2018 02:07 PM

Score
24/30.0 - 80.00%
**Failed Responses**
This section lists responses that were set as "failed responses" in the template used for this audit

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all workers trained on safe lifting techniques, uses, and carrying devices?</td>
<td>No</td>
<td>Some employees are not following safe lifting techniques.</td>
</tr>
<tr>
<td>Are there enough workers to do individual workloads?</td>
<td>No</td>
<td>Manpower issue</td>
</tr>
<tr>
<td>Are workstations set up properly?</td>
<td>No</td>
<td>This can be done while sitting</td>
</tr>
<tr>
<td>Are all materials delivered as close as possible to where they will be used?</td>
<td>No</td>
<td>Materials should be delivered close to workers</td>
</tr>
<tr>
<td>Are all materials stored at waist height?</td>
<td>No</td>
<td>High storage but forklifts can be used to reach the materials.</td>
</tr>
</tbody>
</table>

Appendix 2

Appendix 4

Appendix 5
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the seats well-designed, easy to adjust, and comfortable?</td>
<td>No</td>
<td>These chairs doesn't have back support.</td>
</tr>
</tbody>
</table>

Appendix 6
Actions

#1. Hire additional workers
Assignee: jims@zac.com
Priority: MEDIUM
Due Date: 15 Jun 2018 11:40 AM
Audit: Z.A.C. Incorporation / 28 May 2018 / Grace Joan Tan
Linked to item: Are there enough workers to do individual workloads?
Status: To Do

#2. Change these chairs with back support.
Assignee: jim@zac.com
Priority: HIGH
Due Date: 29 May 2018 01:30 PM
Audit: Z.A.C. Incorporation / 28 May 2018 / Grace Joan Tan
Linked to item: Are the seats well-designed, easy to adjust, and comfortable?
Status: To Do
## General Information

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Employees</td>
<td>1,500 employees</td>
<td></td>
</tr>
<tr>
<td>Description of work to be performed</td>
<td>Shoe production</td>
<td></td>
</tr>
</tbody>
</table>

### Ergonomic

Score (11/14) 78.57%

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all workers trained on safe working postures?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are all workers trained on safe lifting techniques, uses, and carrying devices?</td>
<td>No</td>
<td>Some employees are not following safe lifting techniques.</td>
</tr>
</tbody>
</table>

Appendix 1

Appendix 2
**Question** | **Response** | **Details**
--- | --- | ---
Are all workers knowledgeable about ergonomics policies and procedures? | Yes | All employees were aware to contact immediate supervisor if symptoms persist.
Do workers feel free to report ergonomic symptoms? | Yes | 
Are rotation or rest breaks used to reduce time in awkward postures? | Yes | 
Does work scheduling minimize excessive overtime that causes fatigue? | Yes | 
Are there enough workers to do individual workloads? | No | Manpower issue
Are all workers instructed to get someone's help when lifting heavy materials? | Yes | Heavy loads are lifted by 2 or more people
Can the work be performed without twisting or overly bending the lower back? | Yes |
<table>
<thead>
<tr>
<th>Question</th>
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<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all employees protected against eyestrain or glare in the process of doing their job?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are neck and shoulders relaxed when performing tasks?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are workers comfortable without experiencing any pressure points on any part of their body (wrists, forearms, back of thighs)?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are all pieces of furniture or equipment adjusted, positioned, and arranged to minimize strain on all parts of the body?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are workstations set up properly?</td>
<td>No</td>
<td>This can be done while sitting</td>
</tr>
</tbody>
</table>

**Surfaces for Walking and Working**

Score (3/3) 100.00%

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are working and walking surfaces clean and dry?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are working surfaces unobstructed?</td>
<td>Yes</td>
<td>Workstations were clear and unobstructed.</td>
</tr>
<tr>
<td>Are walking surfaces even?</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Materials Handling**

Score (4/6) 66.67%

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do materials have handles to help carry loads?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are there carts, dollies, or other aids readily available for moving materials?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is the site clear enough to permit the use of carts?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are all materials delivered as close as possible to where they will be used?</td>
<td>No</td>
<td>Materials should be delivered close to workers</td>
</tr>
<tr>
<td>Question</td>
<td>Response</td>
<td>Details</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Are all materials stored at waist height?</td>
<td>No</td>
<td>High storage but forklifts can be used to reach the materials.</td>
</tr>
<tr>
<td>Are all loads labeled with their weight?</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

**Tools and Equipment**  
Score (6/6) 100.00%

<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all tools sharp and in good condition?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are all tools light weight and well balanced?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is there minimal vibration when using tools and equipment?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Do all tools have right handle design?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are there scaffolds, platforms, or other equipment available to reduce the need to work overhead?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Are knee pads or cushions available when working at floor level?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Is there any equipment that can be used to reduce kneeling?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is there anti-fatigue matting to be used when a worker is required to stand all day?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Is it possible to use adjustable stools to allow workers to rest?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Question</td>
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<td>Details</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Are the seats well-designed, easy to adjust, and comfortable?</td>
<td>No</td>
<td>These chairs doesn't have back support.</td>
</tr>
<tr>
<td>Do workers have to lean forward to see/do their work when working on heavy equipment?</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Is the vibration minimal on the seating of any heavy equipment?</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**Completion**

<table>
<thead>
<tr>
<th>Recommendations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Remind workers on ergonomics policies and procedures.</td>
</tr>
<tr>
<td>2. Increase staffing to reduce individual workloads.</td>
</tr>
<tr>
<td>3. Redesign workstations to eliminate awkward postures.</td>
</tr>
<tr>
<td>4. Provide carts for transporting materials to eliminate lifting.</td>
</tr>
<tr>
<td>5. Use forklifts to reach materials stored in high level.</td>
</tr>
<tr>
<td>6. Provide adjustable chairs that can be used by workers to allow neutral postures.</td>
</tr>
</tbody>
</table>

**Overall Assessment**

| Pass | Work out with failed items to prevent ergonomic injuries |

**Full Name and Signature of the Inspector**

<table>
<thead>
<tr>
<th>Grace Joan Tan</th>
<th>28 May 2018 02:05 PM</th>
</tr>
</thead>
</table>
Media

Appendix 1

Appendix 2

Appendix 3

Appendix 4