



# 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, T

**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

Question	Response	Details
Are all workers trained on safe lifting techniques, uses, and carrying devices?	No	Some employees are not following safe lifting techniques.
<div data-bbox="92 454 308 667" data-label="Image"> </div> <p data-bbox="140 674 256 701">Appendix 2</p>		
Are there enough workers to do individual workloads?	No	Manpower issue
Are workstations set up properly?	No	This can be done while sitting
<div data-bbox="92 936 308 1149" data-label="Image"> </div> <p data-bbox="140 1155 256 1182">Appendix 4</p>		
Are all materials delivered as close as possible to where they will be used?	No	Materials should be delivered close to workers
Are all materials stored at waist height?	No	High storage but forklifts can be used to reach the materials.
<div data-bbox="92 1451 308 1664" data-label="Image"> </div> <p data-bbox="140 1671 256 1697">Appendix 5</p>		

Question	Response	Details
Are the seats well-designed, easy to adjust, and comfortable?	No	These chairs doesn't have back support.
<div data-bbox="92 284 308 501" data-label="Image"> </div> <div data-bbox="140 506 256 533" data-label="Caption"> <p>Appendix 6</p> </div>		

## 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


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### #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

## Audit - 24/30 80.00%



Question	Response	Details
<b>General Information</b>		
Number of Employees	1,500 employees	
Description of work to be performed	Shoe production	
Take a photo of the work area		
		
Appendix 1		
<b>Ergonomic</b>		Score (11/14) 78.57%
Are all workers trained on safe working postures?	Yes	
Are all workers trained on safe lifting techniques, uses, and carrying devices?	No	Some employees are not following safe lifting techniques.
		
Appendix 2		

Question	Response	Details
<p>REFERENCE: This is a sample training on safe lifting techniques.            [This is an example of how you can use iAuditor to include best practice reference images in your templates to assist with inspections]</p> 		
Are all workers knowledgeable about ergonomics policies and procedures?	Yes	
Do workers feel free to report ergonomic symptoms?	Yes	All employees were aware to contact immediate supervisor if symptoms persist.
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
 <p>Appendix 3</p>		
Can the work be performed without twisting or overly bending the lower back?	Yes	

Question	Response	Details
Are all employees protected against eyestrain or glare in the process of doing their job?	Yes	
Are neck and shoulders relaxed when performing tasks?	Yes	
Are workers comfortable without experiencing any pressure points on any part of their body (wrists, forearms, back of thighs)?	Yes	
Are all pieces of furniture or equipment adjusted, positioned, and arranged to minimize strain on all parts of the body?	Yes	
Are workstations set up properly?	No	This can be done while sitting
 <p>Appendix 4</p>		
<b>Surfaces for Walking and Working</b>		Score (3/3) 100.00%
Are working and walking surfaces clean and dry?	Yes	
Are working surfaces unobstructed?	Yes	Workstations were clear and unobstructed.
Are walking surfaces even?	Yes	
<b>Materials Handling</b>		Score (4/6) 66.67%
Do materials have handles to help carry loads?	Yes	
Are there carts, dollies, or other aids readily available for moving materials?	Yes	
Is the site clear enough to permit the use of carts?	Yes	
Are all materials delivered as close as possible to where they will be used?	No	Materials should be delivered close to workers

Question	Response	Details
Are all materials stored at waist height?	No	High storage but forklifts can be used to reach the materials.
 <p>Appendix 5</p>		
Are all loads labeled with their weight?	Yes	
<b>Tools and Equipment</b>		Score (6/6) 100.00%
Are all tools sharp and in good condition?	Yes	
Are all tools light weight and well balanced?	Yes	
Is there minimal vibration when using tools and equipment?	N/A	
Do all tools have right handle design?	Yes	
Are there scaffolds, platforms, or other equipment available to reduce the need to work overhead?	N/A	
Are knee pads or cushions available when working at floor level?	N/A	
Is there any equipment that can be used to reduce kneeling?	Yes	
Is there anti-fatigue matting to be used when a worker is required to stand all day?	Yes	
Is it possible to use adjustable stools to allow workers to rest?	Yes	



Question	Response	Details	
<b>Seating</b>		Score (0/1) 0.00%	
Are the seats well-designed, easy to adjust, and comfortable?	No	These chairs doesn't have back support.	
 <p data-bbox="140 577 256 607">Appendix 6</p>			
Do workers have to lean forward to see/do their work when working on heavy equipment?	N/A		
Is the vibration minimal on the seating of any heavy equipment?	N/A		
<b>Completion</b>			
Recommendations	<ol style="list-style-type: none"> <li>1. Remind workers on ergonomics policies and procedures.</li> <li>2. Increase staffing to reduce individual workloads.</li> <li>3. Redesign workstations to eliminate awkward postures.</li> <li>4. Provide carts for transporting materials to eliminate lifting.</li> <li>5. Use forklifts to reach materials stored in high level.</li> <li>6. Provide adjustable chairs that can be used by workers to allow neutral postures.</li> </ol>		
Overall Assessment	Pass	Work out with failed items to prevent ergonomic injuries	
Full Name and Signature of the Inspector	Grace Joan Tan	28 May 2018 02:05 PM	

# Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6