

23. Summary of observations

Work station/job: _____ Done by: _____

Date: _____ Date: _____

Observation headings	Item	Current situation		Future situation (after quick fixes)	
	Not applicable	Acceptable	Needs improvement	Acceptable	Needs more analysis
1. Computer or monitor work					
2. Tools, materials, controls, products					
3. Tools					
4. Work station - obstructions					
5. Posture - sitting					
6. Posture - standing					
7. Posture - neck, shoulders					
8. Posture - elbows, forearms, hands, wrists					
9. Posture - other positions/postures					
10. Repetition					
11. Force - manual materials handling equipment					
12. Force - vibrating tools					
13. Force - wrist and hand strain					
14. Force - pushing, pulling with the arms					
15. Force - lifting: characteristics of the load					
16. Force - lifting: starting position					
17. Force - lifting: moving the object					
18. Force - lifting: frequency & weight					
19. Work environment - general					
20. Work environment - lighting					
21. Work organization/stressors - time issues					
22. Work organization/stressors - other hazards					



Assessment of prevention measures and planned improvements

- Review the proposed changes in each heading
- Exactly who will do what and when?
 - When will the implementation be planned?
 - When will the change be **done**? (compliance monitoring)
- In order of priority

Who	What	When	
		Planning	Done



Summary of observations

Need more in-depth analysis, taking into account:

- the effectiveness of prevention or improvement measures described below
- hazards that may result from implementing the improvements
- in terms of urgency and goals

