

Use of Ergonomic Tools

- Has a task analysis been completed for jobs requiring use of hand tools on a regular basis? Are suitable ergonomically designed tools selected where possible?

- Did the employees have a say in your tool use options and selection?

- Have the employees been educated on proper ergonomic tool use?

- Does your ergonomic tool selection take into account various hand sizes and grips of employees? Are various sizes made available to the employees?

- Do employees understand that ergonomic tools are to be used within design limitations and only for intended tasks/purposes?

- Are tasks designed where possible to reduce force and strain on the employees? Do you ensure tools do not require excessive force or grip to use?

- Are hand tools selected with soft grips, non-slip surfaces, comfortably curved shapes, and appropriate lengths for employees' use during shifts?

- Is overtime reduction considered as a method to reduce excess strain?

- Are ergonomic tools inspected before use and as needed to keep them in good repair? By policy, does dullness, damage, bending, stress-related cracking, or other wear require that items be removed from service or replaced?

- Are awkward task positions reduced/avoided where possible? Is power tool assistance utilized where possible to reduce hand/arm strain?

- Are employees aware of potential injury associated with "non" neutral positions, excessive grip, or excessive force with various tasks and that they can ask for assistance to correct without fear of reprisal?

- For those tasks requiring additional PPE (such as gloves), are additional selection criteria such as fit, decreased grip ability, and size taken into consideration?

- Are work positions adjusted where possible to avoid excessive reaching, bending, or hyperextensions?

- Is excessive vibration controlled/reduced where possible?

- Do employees understand that using hand tools should not cause pain, stiffness, or swelling to hands, wrists, arms, or shoulders? Do they know to report these problems for assistance before an injury occurs?