

## Job/Worksite Analysis Guide

Job/Worksite:	Analyst:	Date:
Description:		
<b>Worker Factors</b>		
<b>Name:</b>	<b>Age:</b>	<b>Gender:</b> M F
<b>Motivation:</b> High Medium Low		<b>Height:</b>
<b>Education Level:</b> Some HS HS College		<b>Weight:</b>
<b>Personal Protective Equipment:</b> Safety Glasses Hard Hat Safety Shoes Ear Plugs Other		
<b>Task Factors</b>	<b>Refer To:</b>	
What happens? How do parts flow in/out?	<i>Flow Process Charts</i>	
What kinds of motions are involved?	<i>Video Analysis, Principles of Motion Economy</i>	
Are there any jigs/fixtures? Automation?		
Are any tools being used?	<i>Tool Evaluation Checklist</i>	
Is the workplace laid out well? Any long reaches?	<i>Workstation Evaluation Checklist</i>	
Are there awkward finger/wrist motions? How frequent?	<i>CTD Risk Index</i>	
Is there any lifting?	<i>NIOSH Lifting Analysis, UM2D Model</i>	
Is the worker fatigued? Physical workload?	<i>Heart Rate Analysis, Work-rest Allowances</i>	
Is there any decision making? Mental workload?		
How long is each cycle? What is the standard time?	<i>Time Study, MTM-2 Checklist</i>	
<b>Work Environment Factors</b>	<b>Work Environment Checklist</b>	
Is the illumination acceptable? Is there glare?	<i>IESNA Recommended Values</i>	
Is the noise level acceptable?	<i>OSHA Levels</i>	
Is there heat stress?	<i>WBGT</i>	
Is there vibration?	<i>ISO Standards</i>	
<b>Administrative Factors</b>	<b>Remarks:</b>	
Are there wage incentives?		
Is there job rotation? Job enlargement?		
Is training or work hardening provided?		
What are the overall management policies?		