

Job/Worksite Analysis Guide

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