# Task Analysis Checklist

Date ____/____/________                Company/Plant _______________________________________
Dept __________________________  Job Name ___________________________________________
Task Name _______________________________ Evaluator _____________________________________

“No” responses indicate potential problem areas that should receive further investigation.

1. Does the design of the primary task reduce or eliminate the following:
   - bending or twisting of the back or trunk? □ Yes □ No
   - crouching? □ Yes □ No
   - bending or twisting of the wrist? □ Yes □ No
   - extending the arms? □ Yes □ No
   - raised elbows? □ Yes □ No
   - static muscle loading? □ Yes □ No
   - clothes wringing motions? □ Yes □ No
   - finger pinch grip? □ Yes □ No

2. Are mechanical devices used when necessary? □ Yes □ No

3. Can the task be done with either hand? □ Yes □ No

4. Can the task be done with two hands? □ Yes □ No

5. Are pushing or pulling forces kept minimal? □ Yes □ No

6. Do workers perceive/judge the required forces acceptable? □ Yes □ No

7. Are the materials (work pieces, parts, components, etc.)...
   - ... able to be held without slipping? □ Yes □ No
   - ... easy to grasp? □ Yes □ No
   - ... free from sharp edges and corners? □ Yes □ No

8. Do containers have good handholds? □ Yes □ No

9. Are jigs, fixtures, and vises used where needed? □ Yes □ No

10. As needed, do gloves fit properly? □ Yes □ No □ N/A

11. As needed, are gloves made of material appropriate for the task? □ Yes □ No □ N/A

12. Do workers avoid contact with sharp edges of the workstation when performing the task? □ Yes □ No

13. When needed, are push buttons designed properly? □ Yes □ No □ N/A

14. Are repetitive motions avoided or minimized by the following:
   - job rotation? □ Yes □ No
   - self-pacing? □ Yes □ No
   - sufficient pauses/breaks? □ Yes □ No

15. Are workers trained in the following:
   - proper work practices? □ Yes □ No
   - recognizing signs and symptoms of potential WMSD problems? □ Yes □ No
   - when and how to make adjustments to avoid musculoskeletal discomfort? □ Yes □ No