

Prepared by the International Labour Office
in collaboration with
the International Ergonomics Association



International
Labour
Office



International
Ergonomics
Association

ERGONOMIC CHECKPOINTS

SECOND EDITION

PRACTICAL
AND EASY-TO-IMPLEMENT
SOLUTIONS FOR IMPROVING
SAFETY, HEALTH
AND WORKING CONDITIONS

Ergonomic checkpoints



Ergonomic checkpoints

**Practical and easy-to-implement solutions for improving
safety, health and working conditions**

Prepared by the International Labour Office
in collaboration with the International Ergonomics Association

Copyright © International Labour Organization 2010

First published 1996

Second edition 2010

Publications of the International Labour Office enjoy copyright under Protocol 2 of the Universal Copyright Convention. Nevertheless, short excerpts from them may be reproduced without authorization, on condition that the source is indicated. For rights of reproduction or translation, application should be made to ILO Publications (Rights and Permissions), International Labour Office, CH-1211 Geneva 22, Switzerland, or by email: pubdroit@ilo.org. The International Labour Office welcomes such applications.

Libraries, institutions and other users registered with reproduction rights organizations may make copies in accordance with the licences issued to them for this purpose. Visit www.ifrro.org to find the reproduction rights organization in your country.

International Labour Office, in collaboration with the International Ergonomics Association

Ergonomic checkpoints : Practical and easy-to-implement solutions for improving safety, health and working conditions. Second edition.

International Labour Office, Geneva, 2010

guide / ergonomics / occupational safety / occupational health / work environment / small enterprise

13.04.1

1 v.

ISBN 978-92-2-122666-6

ILO Cataloguing in Publication Data

The designations employed in ILO publications, which are in conformity with United Nations practice, and the presentation of material therein do not imply the expression of any opinion whatsoever on the part of the International Labour Office concerning the legal status of any country, area or territory or of its authorities, or concerning the delimitation of its frontiers.

The responsibility for opinions expressed in signed articles, studies and other contributions rests solely with their authors, and publication does not constitute an endorsement by the International Labour Office of the opinions expressed in them.

Reference to names of firms and commercial products and processes does not imply their endorsement by the International Labour Office, and any failure to mention a particular firm, commercial product or process is not a sign of disapproval.

ILO publications and electronic products can be obtained through major booksellers or ILO local offices in many countries, or direct from ILO Publications, International Labour Office, CH-1211 Geneva 22, Switzerland. Catalogues or lists of new publications are available free of charge from the above address, or by email: pubvente@ilo.org

Visit our website: www.ilo.org/publns

Foreword

There is growing awareness of the need to apply practical action in the workplace to reduce work-related accidents and diseases. An increasing focus is placed on the application of ergonomic principles in view of their great potential to improve working conditions and productivity. Experience is being gained in applying ergonomics to workplaces in different sectors and industrial situations in both developed and developing countries, with tangible results in the reduction of occupational accidents, work-related diseases and major industrial accidents, as well as improvements in unsatisfactory working conditions. *Ergonomic checkpoints* has been developed with the objective of offering practical, low-cost solutions to ergonomic problems, particularly for small and medium-sized enterprises.

This manual is based on numerous examples of practical ergonomic improvements achieved at low cost. There are many such examples worldwide, including ergonomically designed tools, carts, materials-handling techniques, workstation arrangements, work environments, worksite welfare facilities and group work methods. The knowledge gained from these locally achieved improvements is a very useful addition to the ergonomic applications developed by qualified specialists and trained practitioners. It is increasingly apparent that local improvements achieved at the shop floor level should be made known to other workplaces where similar improvements could be made. We hope that using *Ergonomic checkpoints* will stimulate this

valuable sharing of experiences and help people promote a more systematic application of ergonomic principles.

This manual presents 132 ergonomic interventions aimed at creating positive effects without relying on costly or highly sophisticated solutions. The emphasis is on realistic solutions that can be applied in a flexible manner and contribute to improving working conditions and productivity. The various experiences reported from practitioners in applying the first edition of *Ergonomic checkpoints* are reflected in revised text and illustrations and in the additional checkpoints. The close collaboration between the International Ergonomics Association and the International Labour Office has proved fruitful in making this second edition up to date, and meeting the most urgent needs of managing ergonomics-related workplace risks.

We hope that *Ergonomic checkpoints* will continue to inspire managers, supervisors, workers, trainers and educators, as well as ergonomics and occupational safety and health specialists, and will help them share practical information and experiences by disseminating ergonomically sound workplace improvements

Seiji Machida
Director

Programme on Safety and Health
at the Workplace and the Environment (SafeWork)
International Labour Office

Preface to the second edition

This book is a revised, expanded version of *Ergonomic checkpoints* and was compiled jointly by the International Ergonomics Association (IEA) and the International Labour Office (ILO) to present practical workplace improvements from an ergonomic point of view.

The first edition of *Ergonomic checkpoints*, published in 1996, was well received across the world and has been translated into more than a dozen languages, including Arabic, Bahasa Indonesian, Bahasa Malaysian, Chinese, Estonian, Farsi, French, Japanese, Korean, Polish, Portuguese, Russian, Spanish, Thai, Turkish and Vietnamese. It has been used in training programmes in a number of industrially developing countries in Asia, Africa and Latin America, and a range of small-scale workplaces in developing countries have reported improvements from applying the low-cost ideas in the manual. Practitioners of workplace ergonomics in industrialized countries have also found the checkpoints to be useful tools for improving working conditions, particularly work practices in small and medium-sized enterprises. Training activities have shown that the checkpoints can be used effectively to train local people to find realistic solutions to ergonomic problems in various workplace situations. The broad coverage of the checkpoints is particularly suited to identifying practical solutions to ergonomic problems in specific local situations, where priority issues can vary greatly.

In 2004, in view of the development in ergonomics in the last decade and feedback from

- Sara Arphorn, Mahidol University, Bangkok, Thailand;
- Jose Maria Batino, Department of Labor and Employment, Manila, Philippines;
- David C. Caple, David Caple & Associates, East Ivanhoe, Australia;
- Pierre Falzon, International Ergonomics Association, Paris, France;
- Martin Helander, Nanyang Technologies University, Singapore;
- Toru Itani, Nagoya City University, Nagoya, Japan;
- Akiyoshi Ito, University of Occupational Health and Environment, Kitakyushu, Japan;
- Tsuyoshi Kawakami, ILO Regional Office for Asia and the Pacific, Bangkok, Thailand;
- Ton That Khai, Centre for Occupational Health and Environment, Cantho, Viet Nam;
- Halimahtun M. Khalid, Damai Sciences, Kuala Lumpur, Malaysia;
- Kazutaka Kogi, Institute for Science of Labour, Kawasaki, Japan;
- Sudthida Krungkrai Wong, Institute for the Improvement of Working Conditions and Environment, Bangkok, Thailand;
- Shengli Niu, ILO, Geneva, Switzerland;
- Theresia Pawitra, Surabaya University, Surabaya, Indonesia;
- Budi Santoso Goutama, Surabaya University, Surabaya, Indonesia;

预览已结束，完整报告链接和二维码如下：

https://www.yunbaogao.cn/report/index/report?reportId=5_22687

