

# tools

## Varied task analysis: an ergonomic analysis process for WMSD prevention

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# Operator Questionnaire

## 1. General information

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Worker's characteristics:

Worker: #1  #2  #3  #4  #5  #6

Sex: M  F

Height: \_\_\_\_\_ Dominant hand: Left  Right

Seniority with the company: \_\_\_\_\_

Experience at this workstation: \_\_\_\_\_

Other workstations occupied in the company: \_\_\_\_\_

## 2. How did you learn this job? Who was the trainer? How long did it take? Did this training allow you to learn the job properly?

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## 3. Describe the accident(s) you had when you worked at this workstation.

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**Quick reference**  
(Relevant questions)

- Where, when, how
- What workstation, what machine
- Type of injury
- Type of production
- Often or rarely
- Shift
- Overtime

4. Can you explain what operations are performed and the difficulties associated with them? If possible, indicate whether these operations vary, and describe their importance, their intensity and the time invested.

Operations / actions (Name, description, location, equipment, tool, material)	Difficulties (With what factors do you associate them?)



6. Which stages of the work do you find the most difficult or painful to perform?

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**Quick reference**  
(Relevant questions)

- Awkward postures
- Static postures
- Major efforts
- Causes musculo-skeletal pains

7. Do you work on rotation with other workstations? If so, can you explain its advantages and disadvantages?

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**Quick reference**  
(Relevant questions)

- Workstations involved
- Frequency, duration
- Compulsory or voluntary
- Problems encountered
- Effects on other problems

8. Are there general conditions that make the work more difficult?

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**Quick reference**  
(Relevant questions)

- Work rhythm
- Schedule
- Layout of premises, workstation
- Instructions rules to follow
- Relations, coordination with other during work

9. Have there been any changes to the workstation? If so, did this have positive or negative impacts on the working conditions.

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## 1. General information

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Enter the number of operators for each shift

	Shift 1		Shift 2		Shift 3		Shift 4	
Sex	Female	Male	Female	Male	Female	Male	Female	Male
Regular								
Casual								
Other:								

2. Do the operators receive training before occupying this workstation? For how long? Did this training allow the operators to learn the job completely?

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3. What accidents occurred at this workstation?

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**Quick reference**  
(Relevant questions)

- Where, when, how
- What workstation, what machine
- Type of injury
- Type of production
- Often or rarely

4. Do the operators rotate between workstations in your production sector? If so, can you explain the advantages and disadvantages?

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**Quick reference**  
(Relevant questions)

- Workstations involved
- Frequency, duration
- Compulsory or voluntary
- Problems encountered

# Supervisor/Group Leader Questionnaire

5. Can you explain what operations are performed and the difficulties associated with them? If possible, indicate whether these operations vary and their importance, their intensity and the time invested.

Operations / actions (Name, description, location, equipment, tool, material)	Difficulties (With what factors do you associate them?)

6. Are there general conditions that make the work more difficult?

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**Quick reference**  
(Relevant questions)

- *Work rhythm*
- *Schedule*
- *Layout of workstation premises*
- *Instructions, rules to follow*
- *Relations, coordination with others during the work*

7. What operations of the workstation are reported to you as the most difficult to perform? Why?

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**Quick reference**  
(Relevant questions)

- *Awkward postures*
- *Static postures*
- *Major efforts*
- *Causes pain*

8. Have there been any changes to the workstation? Is so, has this had positive or negative impacts on the working conditions?

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# Interview Summary

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

	<b>Worker:#1</b>	<b>Worker: #2</b>	<b>Worker: #3</b>
Sex			
Height			
Dominant hand			
Status			
Seniority with the company			
Experience at this workstation			
Accidents			
Regions affected that present work-related problems (discomfort, pain)			
The most difficult or painful stages of the work			
Other workstations occupied in the company			

# Interview Summary

Can you explain what operations are performed and the difficulties associated with them? If possible, indicate whether these operations vary and their importance, their intensity and the time invested.

<b>Operations / actions</b> (Name, description, place, equipment, tool, material)	<b>Difficulties</b> (With what factors do you associate them?)

## TRAINING

Do the operators receive training before occupying this workstation? Does the training allow the operator to learn the job well?

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## GENERAL CONDITIONS

What general conditions have been recognized that make the work more difficult? Include comments on rotations, if applicable.

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## OTHER INFORMATION

Note the changes that have been made to the workstation and their positive or negative impacts on working conditions.

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# Video Observation Planning Grid

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Operations to film	Why	Operators	When

# Observation Summary: Video Observations

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Observations	Production conditions	Comments
<i>Operations:</i>  <i>Operator:</i> <i>Date:</i> <i>Start time:</i> <i>End time:</i>		
<i>Operations:</i>  <i>Operator:</i> <i>Date:</i> <i>Start time:</i> <i>End time:</i>		
<i>Operations:</i>  <i>Operator:</i> <i>Date:</i> <i>Start time:</i> <i>End time:</i>		
<i>Operations:</i> <i>Operator:</i> <i>Date:</i> <i>Start time:</i> <i>End time:</i>		

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Complete the sketch produced during the interviews. Add the physical dimensions of the workstation that you consider important to target the problems or difficulties present on the workstation

**Quick reference**  
(Relevant questions)

- Weight of the objects handled at the workstation
- Height of the work surfaces and note if this changes during the work
- Distance of the zones within reach of the material, the work tools, the product
- Zones where movements are difficult
- Forces exerted

*Note: If possible or relevant, bring the tools, the part or the product that poses a problem to the next meeting of the workstation analysis committee*

# Analysis Summary

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Priority	Operation	Problem/Cause of the problem	MSD/Accident Risk Factor Region affected	Solution

# Action Follow-up Summary

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Date : \_\_\_\_\_

Solutions	Actions required	Responsible	Timeframe	Status

# Solution Follow-up Summary

Production sector: \_\_\_\_\_

Workstation: \_\_\_\_\_

Operation and problem	Solution chosen	Solution implemented (Yes / No)	Impact on the problems and operators' perception	Item to improve