

# Ergonomics SWOT

How well is your organization managing ergonomics risks?

Key element	Score				Overall score
	Not present	Fair, somewhat present	Good, present, but could be improved	Excellent, present and a strength	
<b>Management commitment</b>					
Is there a long-term vision and strategy on ergonomics?	0	1	2	3	
Is there a yearly ergonomics plan with measurable goals, defined resources, and budgets?	0	1	2	3	
Are responsibilities assigned and accountability metrics established?	0	1	2	3	
Is there a documented process that defines the purpose, goals, requirements, and responsibilities?	0	1	2	3	
Section total					
<b>Employee involvement</b>					
Are employees informed about the ergonomics process and their responsibilities?	0	1	2	3	
Are employees aware of common WMSDs, how to identify and report early signs/symptoms and the importance of early reporting?	0	1	2	3	
Are there prompt responses to employee concerns and recommendations?	0	1	2	3	
Do employees have an opportunity to participate in the identification and mitigation of ergonomic hazards?	0	1	2	3	
Section total					
<b>Process evaluation, documentation, and communication</b>					
Is there an annual review of process effectiveness and progress?	0	1	2	3	
Does the ergonomics program achieve its intended results?	0	1	2	3	
Are ergonomic improvements documented and communicated to employees and managers?	0	1	2	3	
Is there a benchmark of the company's progress against industry best practices?	0	1	2	3	
Section total					
<b>Job analysis and surveillance</b>					
Are injury/illness records, employee surveys and other forms of data routinely used to identify ergonomic concerns?	0	1	2	3	
Have ergonomic risks been identified and prioritized?	0	1	2	3	
Have ergonomic evaluations been performed on all high and moderate risk jobs?	0	1	2	3	
Are appropriate tools and methods used to quantify ergonomic risk used consistently throughout the company?	0	1	2	3	
Section total					

	Not present	Fair, somewhat present	Good, present, but could be improved	Excellent, present and a strength	Overall score
<b>Implementation of solutions</b>					
Is there a plan to implement solutions on high-risk jobs?	0	1	2	3	
Are ergonomic solutions verified for success?	0	1	2	3	
Are past experiences and proven solutions deployed throughout the organization?	0	1	2	3	
Are ergonomic design and purchasing guidelines used?	0	1	2	3	
<b>Section total</b>					
<b>Training and education</b>					
Are employees trained in ergonomics awareness, and the company ergonomics program?	0	1	2	3	
Is ergonomics training provided to specific groups of employees based on their required skill and responsibility as defined in the company's ergonomics program?	0	1	2	3	
Is ergonomics a regular topic at health and safety meetings and organizational publications?	0	1	2	3	
Does the organization have access to ergonomic expertise that can apply ergonomics to all aspects of human performance?	0	1	2	3	
<b>Section total</b>					
<b>Medical management</b>					
Are jobs where employees report early signs and symptoms evaluated for ergonomic risk?	0	1	2	3	
Are jobs modified to accommodate injured employees?	0	1	2	3	
Are injured employees monitored on a regular basis to prevent further injury?	0	1	2	3	
Are there physical job demands analysis for all the jobs?	0	1	2	3	
<b>Section total</b>					
<b>Overall score</b>					

- 0-31** Your company is in the beginning stages of developing an ergonomics program and could benefit from expert assistance and guidance.
- 32-55** Your company is in the intermediate stages of developing an ergonomics program. Assistance and guidance to ensure key elements are implemented may be needed.
- 56-65** Your company is implementing the key elements of an ergonomics management system. Assistance and guidance to identify missing key elements may be needed.
- 66-79** Your company is implementing a leading ergonomics management system. Minor adjustments and fine-tuning may be needed.
- 80+** Your company has implemented a world class leading ergonomics management system. Other companies could benefit from your success.

**For more information about our ergonomic services, please contact**

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