

Workplace Ergonomics and Employee Safety Checklist

Diagnostic labs & pathology

ERGONOMICS

Has the laboratory documented ergonomics policies and programs?

Yes No NA

Is the ergonomics policy accessible and available for all employees to review?

Yes No NA

Do employees understand ergonomic risks and safe practices at the workplace?

Yes No NA

Are employees trained on ergonomics, and are training records maintained?

Yes No NA

Are staff exposed to awkward or unsafe postures while working?

Yes No NA

Are standing benches available for tasks that require frequent workstation movement?

Yes No NA

Is seating provided for tasks that demand precision or close visual inspection?

Yes No NA

Do staff know how to properly adjust their chairs?

Yes

No

NA

Are chairs adjustable to suit all users, with appropriate seat height and foot support?

Yes

No

NA

Are armrests adjustable or removable when they interfere with work?

Yes

No

NA

Are trolleys/carts provided for moving heavy loads?

Yes

No

NA

Can materials be reached without bending, twisting, or over-stretching?

Yes

No

NA

Is workplace lighting adequate and are displays easy to read?

Yes

No

NA

Is the microscope positioned to maintain neutral posture of head, neck, and shoulders?

Yes

No

NA

Is the microscope placed within comfortable reach of the operator?

Yes

No

NA

Can microscope controls be used with relaxed arms and supported posture?

Yes No NA

Is there sufficient leg and knee clearance at hoods or cabinets to allow neutral sitting posture?

 Yes No NA

Is an adjustable chair with back and foot support provided at microtomes/cryostats?

 Yes No NA

Is the electronic balance positioned to allow neutral posture during use?

 Yes No NA

Can pipetting tasks be carried out with relaxed shoulders and neutral arm/wrist posture?

 Yes No NA

Is the computer monitor positioned at least one arm's length away?

 Yes No NA

Is monitor placement checked regularly for correct viewing distance and comfort?

 Yes No NA

Is the mouse at the same level and close to the keyboard?

 Yes No NA

Is the keyboard near the desk edge, allowing wrists to rest comfortably?

 Yes No NA

Are employees' feet fully supported on the floor or a footrest when seated?

Yes

No

NA

Are elbows aligned with the work surface while seated?

Yes

No

NA

Do staff avoid working long periods with awkward head or neck positions?

Yes

No

NA

Do employees take regular breaks to reduce eye strain when using monitors?

Yes

No

NA

Are armrests adjustable or removable to allow comfortable screen/keyboard use?

Yes

No

NA

Is the laboratory adequately lit for comfort and accuracy of tasks?

Yes

No

NA

Are distracting background noises controlled or minimized?

Yes

No

NA

Do employees take regular short breaks to stretch or rest during work?

Yes

No

NA

Is the work environment well ventilated and maintained at a comfortable temperature?

Yes No NA

Are frequently used materials stored within easy reach in designated racks or bins?

 Yes No NA

Are workstations free from sharp edges or contact-stress risks?

 Yes No NA

Do employees avoid working long hours at poorly adjusted workstation heights or with excessive force?

 Yes No NA

Are there any other ergonomic issues observed or reported by staff?

 Yes No NA