

# 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