The purpose of this work sheet is to analyze tasks selected for improvement.

Employee’s Name: ___________________________  Job Title: ___________________________  Date: ___________________________

Name of Observer: ___________________________  Job Location: ___________________________

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<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tbody>
<tr>
<td>Tasks</td>
<td>Contributing factor(s)</td>
<td>Reasons for contributing factor(s)</td>
<td>Priority</td>
<td>Task improvement</td>
<td>Target date</td>
<td>Follow-up date</td>
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It is recommended that follow-up on all improvements be conducted within 3 months of implementation. Use work sheet 3, “Improvement Follow-up,” to document findings.

Make copies as needed
DIRECTIONS FOR USE

1. Enter the date, employee’s name, job title, name of observer, and the job location.

2. In column A, list each task you have selected for improvement.

3. In column B, identify the contributing factor(s) observed in each task. If you observe more than one contributing factor related to a task, use a separate line for each contributing factor.

   Contributing Factors:
   - Repetitive motion - Performing the same types of motions again and over again using the same muscles, tendons, or joints
   - Awkward posture - Reaching, twisting, bending, working overhead, kneeling, squatting, or pinch grips
   - Sustained static posture - Working in the same position for a long time with little or no change in position
   - Forceful exertion - The amount of muscular effort used to perform a task
   - Contact pressure - The body pressing against hard or sharp surfaces
   - Vibration - Continuous high- or low-intensity hand-arm or whole-body vibration
   - Environmental Factors - Hot/cold temperatures and high/low lighting
   - Individual Factors - Age, physical condition, gender, stature
   - Work Organizational Factors - Fast work pace, low staffing levels, shift work

4. In column C, identify the part of the task that caused the contributing factor(s). Ask the question, Why? Describe the reasons (root causes) for the contributing factor(s).

5. In column D, prioritize tasks for improvement. Although prioritization may be accomplished according to the scores in column D of work sheet 1, “Task Analysis,” prioritization may be influenced by other considerations.

   Consider the following items:
   - Frequency and severity of complaints, symptoms, and musculoskeletal disorders
   - Risk factors or other contributing factors identified in a particular task
   - Technical and financial resources at your disposal
   - Difficulty of implementing various improvements
   - Time frame for making improvements
   - Employees’ ideas for improvements
   - Potential effects on productivity, efficiency, and product or service quality

6. In column E, identify possible ways to improve each contributing factor observed. Evaluate each improvement by answering the following questions.

   Will this improvement:
   - Reduce or eliminate most or all of the identified contributing factors and the reasons for those factors?
   - Add risk factors or other contributing factors that have not been previously identified?
   - Be affordable for this organization (e.g., is there a less expensive alternative that could be equally effective)?
   - Be feasible from an engineering standpoint?
   - Be able to be fully implemented in a reasonable amount of time?
   - Increase or decrease productivity and efficiency?
   - Handle the required volume of work for the operation, job, or task?
   - Increase or decrease the pace or volume of the work?
   - Be accepted by employees?
   - Affect employee morale in a positive way?
   - Affect the rate of pay or a collective bargaining agreement?
   - Require much training to implement properly (e.g., is there a simpler alternative)?
   - Require training this organization can provide (either in-house or through outside experts)?

   Mark or highlight the specific improvements to try out in your workplace.

7. In column F, set the target date for the improvement to be made.

8. In column G, set the follow-up date.