



## Ergonomics MSI Hazard Identification Checklist

This is a simplified checklist to assist you in identifying potentially unhealthy/unsafe work conditions and to provide you with resources to eliminate/minimize those risks. Please note that indicating “Yes” to any of the following does not necessarily mean that there is a problem but it is an indication that further investigation is needed.

Please keep this checklist for your records and contact UBC’s Ergonomics Program ([ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca)) for guidance, resources, and/or to request an ergonomics risk assessment.

Office Work	Y	N	Control measures & resources, if you answered yes	Completed?
≥ 4hrs/day			<ul style="list-style-type: none"> <li>Does DEPT office furniture meet <a href="#">UBC’s Ergo Guidelines</a></li> <li>Have staff been advised to complete applicable <a href="#">UBC office ergo training</a>.</li> <li>Are staff aware of <a href="#">UBC’s online office ergo resources</a></li> </ul>	
Difficulty/Pain Reported			<ul style="list-style-type: none"> <li>Are staff familiar with how to <a href="#">request an ergo assessment</a>?</li> <li>If staff work from home, have they completed the <a href="#">SRS Hybrid Work Safety Assessment</a> including home office ergonomics</li> </ul>	
Laboratory Work	Y	N	Control measures & resources, if you answered yes	Completed?
≥ 2hrs/day			<ul style="list-style-type: none"> <li>Are staff &amp; managers familiar with UBC’s <a href="#">Lab Ergo Online Guide</a>? You can contact <a href="mailto:ergonomics.info@ubc.ca">ergonomics.info@ubc.ca</a> for assistance with a risk assessment or for support to create specific resources and training for your work environment.</li> </ul>	
Difficulty/Pain Reported			<ul style="list-style-type: none"> <li>Are staff familiar with how to <a href="#">request an ergo assessment</a>?</li> </ul>	
Non-office work	Y	N	Below is a list of possible steps to take if yes to 1 or more	Completed?
Lifting ≥ 2hrs/day			<ul style="list-style-type: none"> <li>Has the department provided site specific training that includes safe lift/carry and push/pull/ safely? You can refer to <a href="#">lifting guidelines</a> or contact <a href="mailto:ergonomics.info@ubc.ca">ergonomics.info@ubc.ca</a> to for specialized training and recommendations to reduce the risk of injury.</li> </ul>	
Lifting ≥25lbs				
Awkward lifting posture				
Forceful/awkward pushing/pulling				



Frequent or awkward bending			<ul style="list-style-type: none"><li>• Have appropriate control measures been implemented (e.g., mechanical lift; dollies/carts; reposition items to improve posture during lift; rotating tasks; PPE such as kneeling pads, etc.)?</li><li>• Are staff familiar with how to <a href="#">request an ergo assessment</a>?</li><li>• If exposed to vibration, has the DEPT ensured that the worker's exposure does not exceed the maximum daily exposure limit? You can contact <a href="mailto:ergonomics.info@ubc.ca">ergonomics.info@ubc.ca</a> for assistance if needed.</li><li>• Are staff familiar with how to <a href="#">request an ergo assessment</a>?</li></ul>	
Frequent above shoulder level or awkward reaching				
Kneeling/Squatting ≥2hrs/day				
High vibration tools (chainsaws, jack hammers, riveting hammers X ≥ 30 minutes				
Moderate vibration tools (grinders, sanders, jig saws) ≥2hrs/day				
Difficulty/Pain Reported				

**For your records please record the following:**

**Department/Task Assessed:**

**Checklist Completed By:**

**Date Completed:**

**Date Reviewed by JOHSC:**

Please keep this checklist for your records. If you have questions or need assistance, you can contact UBC's Ergonomics Program ([ergonomics.info@ubc.ca](mailto:ergonomics.info@ubc.ca)).