



# Packing Station Ergonomics Evaluation Checklist

## Workstation Layout & Reach

Evaluates the overall arrangement of the packing station, including reach distances, workstation height, and placement of materials.

### Workstation Height (inches)

### Reach Distance to Frequently Used Item (inches)

### Workstation Depth Sufficient?

- ☐ Yes
- ☐ No
- ☐ Unsure

### Placement of Bin/Container Comfortable?

- ☐ Yes
- ☐ No
- ☐ Unsure

**Describe any obstructions to a comfortable reach or movement.**

Write something...

**Distance from workstation to nearest exit (feet)**

Enter a number...

**Is there adequate space for movement around the workstation?**

- ☐ Yes
- ☐ No
- ☐ Somewhat

## Posture & Body Positioning

Assesses the postures adopted by packers during various tasks, focusing on neck, back, shoulders, and wrist positions.

**Typical Neck Posture (Forward Head Posture)**

- ☐ Rarely Observed
- ☐ Occasionally Observed
- ☐ Frequently Observed
- ☐ Almost Always Observed

**Back Posture (Rounded or Swayed)**

- ☐ Neutral
- ☐ Slightly Rounded
- ☐ Moderately Rounded
- ☐ Significantly Rounded/Swayed

### Approximate Shoulder Elevation (degrees, if visible)

Enter a number...

### Describe any observed wrist deviations (e.g., ulnar, radial deviation, flexion, extension).

Write something...

### Elbow Position During Most Tasks

- ☐ Below Waist
- ☐ At Waist Level
- ☐ Above Waist Level
- ☐ Frequently Above Shoulder Height

### Describe worker's typical leg positioning (e.g., crossed, supported, dangling)

Write something...

### Estimated time (minutes) spent in awkward postures per shift

Enter a number...

## Repetitive Motions & Force

Examines the frequency and intensity of repetitive movements and the amount of force required for packing tasks.

**Approximate Packing Rate (items/minute)**

Enter a number...

**Estimated Cycle Time for Primary Packing Task (seconds)**

Enter a number...

**Dominant Hand?**

- ☐ Right
- ☐ Left
- ☐ Ambidextrous

**Average Force Exerted (lbs/kg) during Box Closure (if applicable)**

Enter a number...

**Which of the following motions are frequently performed?**

- ☐ Reaching
- ☐ Bending
- ☐ Twisting
- ☐ Wrist Deviation
- ☐ Shoulder Shrugging
- ☐ Finger Pinching
- ☐ Grasping

**Describe any observed awkward or strained movements.**

Write something...

### Estimated frequency of wrist deviation (repetitions/hour)

Enter a number...

## Lighting & Visibility

Reviews the adequacy of lighting and its impact on visual strain and task accuracy.

### Ambient Light Level (Lux)

Enter a number...

### Task Area Light Level (Lux)

Enter a number...

### Light Source Type

- ☐ Overhead Fluorescent
- ☐ LED
- ☐ Incandescent
- ☐ Natural Light
- ☐ Other

### Lighting Issues Observed

- ☐ Glare
- ☐ Dark Spots
- ☐ Shadows
- ☐ Flickering
- ☐ Uneven Illumination
- ☐ None

**Describe any visual discomfort reported by packer (e.g., eye strain, headaches)**

Write something...

### **Adequacy of Task Lighting**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

**Describe any needed changes to improve lighting.**

Write something...

## **Material Handling & Organization**

Addresses the efficiency and ergonomics of how materials are accessed and manipulated during the packing process.

### **Material Storage Location Accessibility?**

- ☐ Excellent - Easily Accessible
- ☐ Good - Requires Minimal Reaching
- ☐ Fair - Requires Significant Reaching
- ☐ Poor - Difficult to Access

### **Average Reach Distance for Materials (in inches)**

Enter a number...

### What material handling aids are used?

- ☐ Hand Truck
- ☐ Cart
- ☐ Gravity Feed System
- ☐ None
- ☐ Other (Specify in LONG\_TEXT)

### If 'Other' selected for Material Handling Aids, please specify:

Write something...

### How frequently do packers need to bend/stoop to retrieve materials?

- ☐ Rarely (Less than 2x/minute)
- ☐ Occasionally (2-5x/minute)
- ☐ Frequently (5-10x/minute)
- ☐ Constantly (More than 10x/minute)

### Is the placement of frequently used materials optimized?

- ☐ Yes
- ☐ No
- ☐ Not Sure

### Describe any observed inefficiencies in material organization or retrieval.

Write something...

## Equipment & Tool Design

Considers the design of any equipment or tools used in the packing station and their impact on ergonomics.

**Type of Packing Tape Dispenser Used:**

- ☐ Manual
- ☐ Semi-Automatic
- ☐ Fully Automatic
- ☐ None

**Describe any difficulties experienced with tape dispenser (if applicable):**

Write something...

**Box Sealing Method:**

- ☐ Manual
- ☐ Automated
- ☐ Semi-Automated

**Height of Work Surface (in inches):**

Enter a number...

**Describe any aspects of the box sealer that contribute to awkward postures or force exertion:**

Write something...



**Check all that apply regarding tool handles:**

- ☐ Comfortable grip
- ☐ Proper size
- ☐ Non-slip material
- ☐ Ergonomic shape
- ☐ None of the above

**Is there adjustable height functionality available for the workstation?**

- ☐ Yes
- ☐ No
- ☐ Partially

## Workspace & Environmental Factors

Evaluates aspects like noise levels, temperature, and air quality affecting worker comfort and performance.

**Ambient Temperature (°C)**

**Noise Level (dB)**

**Ventilation Adequacy**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Lighting Quality

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

### Describe any noticeable odors or air quality issues.

Write something...

### Humidity Level (%)

Enter a number...

### Environmental Factors Present (check all that apply)

- ☐ Excessive Noise
- ☐ Poor Ventilation
- ☐ Excessive Heat
- ☐ Excessive Cold
- ☐ Unpleasant Odors
- ☐ Glare

## Worker Feedback & Observations

Includes opportunities to gather direct input from packers regarding their experiences and concerns.

**Describe any discomfort or pain you commonly experience while packing.**

Write something...

**On a scale of 1-10 (1 being no discomfort, 10 being severe discomfort), how would you rate your overall comfort level during a typical packing shift?**

Enter a number...

**Which of the following tasks do you find most challenging or awkward?**

- ☐ Picking items from shelves
- ☐ Placing items in boxes
- ☐ Sealing boxes
- ☐ Labeling packages
- ☐ Stacking finished boxes

**What aspects of the packing station could be improved to make your job easier or more comfortable? (Check all that apply)**

- ☐ Workstation height
- ☐ Lighting
- ☐ Box placement
- ☐ Material organization
- ☐ Equipment design
- ☐ Other (Please specify in long text)

**If 'Other' was selected in the previous question, please elaborate.**

Write something...

**Do you feel you have adequate breaks during your packing shifts?**

☐ Yes

☐ No

☐ Sometimes