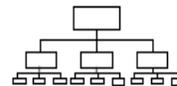


Questions	Possible Problems	Potential Discomfort	Recommended Solutions
<p>Are positions designed so that repetitive tasks are rotated or shared among employees?</p> <p><input type="checkbox"/> NO ➔ <input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p>	Overall	<ul style="list-style-type: none"> • Rotate employees to tasks that use different muscle groups to allow stressed muscles to rest. • Allow work-sharing to provide task variety. • Enlarge positions to include more responsibility with less repetition.
<p>Is the work week 40 hours or less?</p> <p><input type="checkbox"/> NO ➔ <input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p>	Overall	<ul style="list-style-type: none"> • Add temporary or part-time staff when feasible.
<p>Does task scheduling take into account repetitiveness of tasks?</p> <p><input type="checkbox"/> NO ➔ <input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p>	Overall	<ul style="list-style-type: none"> • Schedule employees to tasks that use different muscle groups • Spread repetitive tasks out over a longer period.
<p>Do staffing levels take repetitiveness into account?</p> <p><input type="checkbox"/> NO ➔ <input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p>	Overall	<ul style="list-style-type: none"> • Adjust temporary or part-time staff to reduce excessive workloads.
<p>Do employees have control over the pace of the task?</p> <p><input type="checkbox"/> NO ➔ <input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors. Use of too much force when rushing to meet deadlines under stress. Lack of control leads to job dissatisfaction.</p>	Overall	<ul style="list-style-type: none"> • Request employee input when setting deadlines, quotas, and customer service expectations (e.g.- number of phone calls answered per hour). • Eliminate electronic monitoring of individual output.



Questions	Possible Problems	Potential Discomfort	Recommended Solutions
<p>When task changes are made, are employees asked for their input ?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>No sense of ownership; employment dissatisfaction; less than ideal job design.</p>	Overall	<ul style="list-style-type: none"> Request employee input on decisions that affect their work.
<p>Has incentive work been eliminated?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p> <p>Lack of recovery time when working through pain, skipping breaks. Use of too much force when rushing to increase production under stress.</p>	Overall	<ul style="list-style-type: none"> Eliminate incentive work.
<p>Is automation (e.g. – electric staplers, scanning and optical character recognition, electronic forms, collating copiers) used where feasible?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p> <p>Force and Contact Stress during certain tasks such as stapling. The human cost in terms of inefficiency and increased injury rate may be higher than the machine cost.</p>	Overall	<ul style="list-style-type: none"> Look for low cost / short payback automation possibilities, especially for repetitive tasks.
<p>Are rest breaks away from the computer allowed and encouraged?</p> <p><input type="checkbox"/> NO ➔</p> <p><input type="checkbox"/> YES ▼</p>	<p>Risk Factors: Repetition Increased duration of exposure to other risk factors.</p>	Overall	<ul style="list-style-type: none"> Encourage break activities such as walking or talking with co-workers.