

DAY CARE OPERATIONS Ergonomics Checklist

Insured:	Policy #:
Employee Name:	Center Location:

AREAS OF CONCERN			COMMENTS/RECOMMENDATIONS
LIFTING/CARRYING ACTIVITIES			
Does employee use correct techniques when lifting toddlers and objects such as toys and supplies:	YES	NO	
<input type="checkbox"/> Feet shoulder width apart	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Back straight and abdominals tight	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Squat and push buttocks out to be a close to the child as possible	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Hold the child securely	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Tighten abdominals, look forward and use thigh muscles to raise him/herself while breathing out while lifting	<input type="checkbox"/>	<input type="checkbox"/>	
Does employee use correct techniques when lifting infants from the floor:	YES	NO	
<input type="checkbox"/> Place one foot next to the infant	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Keep back straight, buttocks out	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Slowly lower to one knee	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Position infant close to lowered knee	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Slide baby to mid-thigh	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Keep head forward , back straight, buttocks out while lifting baby to opposite thigh	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Put both forearms under the baby, palms facing up, and hugs infant close to him or her	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Prepare for lift by looking forward	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Lift upward , following head and shoulders	<input type="checkbox"/>	<input type="checkbox"/>	

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	Hold infant close to body	<input type="checkbox"/>	<input type="checkbox"/>	
	Lift by extending legs keeping back straight and buttocks out	<input type="checkbox"/>	<input type="checkbox"/>	
	Breathe while lifting	<input type="checkbox"/>	<input type="checkbox"/>	
Does employee use the pivot technique when lifting to avoid twisting torso:		YES	NO	
	Properly lift, infant, child, or object	<input type="checkbox"/>	<input type="checkbox"/>	
	Hold infant, child or object close to body	<input type="checkbox"/>	<input type="checkbox"/>	
	Turn one foot 90 degrees toward direction of travel	<input type="checkbox"/>	<input type="checkbox"/>	
	Bring other foot next to lead foot	<input type="checkbox"/>	<input type="checkbox"/>	
When lifting/carrying garbage, does employee		YES	NO	
	Lift within his/her capacity	<input type="checkbox"/>	<input type="checkbox"/>	
	Make multiple trips to dumpster if necessary	<input type="checkbox"/>	<input type="checkbox"/>	
	Use a cart when taking garbage and bags of diapers to dumpster	<input type="checkbox"/>	<input type="checkbox"/>	
	Balance load between two arms	<input type="checkbox"/>	<input type="checkbox"/>	
TOILETING & DIAPER CHANGING, NAP TIME				
Does employee		YES	NO	
	Train toddlers to use step stools to get to and descend from toilet seat	<input type="checkbox"/>	<input type="checkbox"/>	
	Train toddlers to use step stool at sink when hand washing	<input type="checkbox"/>	<input type="checkbox"/>	
	Train toddlers to step on a step stool at the changing table to reduce the distance he/she has to lift the child	<input type="checkbox"/>	<input type="checkbox"/>	
	Avoid bending over cots or mats when checking on children	<input type="checkbox"/>	<input type="checkbox"/>	
HOLDING				
Does employee		YES	NO	
	Hold child/object close to body	<input type="checkbox"/>	<input type="checkbox"/>	

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	Avoid holding child on one hip	<input type="checkbox"/>	<input type="checkbox"/>	
	Keep child/load centered on the body using both arms	<input type="checkbox"/>	<input type="checkbox"/>	
	Encourage child to help you lift by holding onto his/her body	<input type="checkbox"/>	<input type="checkbox"/>	
	Use chairs or furniture with back support when holding or rocking a child. If on the floor uses wall to support back.	<input type="checkbox"/>	<input type="checkbox"/>	
WORKING WITH CHILDREN AT TABLE				
Does employee		YES	NO	
	Use a chair that allows him/her to slide knees under table	<input type="checkbox"/>	<input type="checkbox"/>	
	Use adult-size chairs when appropriate (Story-telling, rocking child, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
	Use a sit/kneel chair (if available)	<input type="checkbox"/>	<input type="checkbox"/>	
REACHING				
Does employee		YES	NO	
	Avoid reaching above shoulder height when taking down supplies, groceries etc. from upper shelves	<input type="checkbox"/>	<input type="checkbox"/>	
	Use a sturdy step tool when reaching for items above the head	<input type="checkbox"/>	<input type="checkbox"/>	
FORCEFUL MOTIONS				
Does employee				
	Avoid slamming doors – between rooms, on stoves & refrigerators	<input type="checkbox"/>	<input type="checkbox"/>	
	Avoid yanking open drawers and doors	<input type="checkbox"/>	<input type="checkbox"/>	
	Use a step stool when opening windows to have better leverage and reduce the awkward posture	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL MANAGEMENT QUESTIONS				
Does insured		YES	NO	
	Educate staff on body mechanics	<input type="checkbox"/>	<input type="checkbox"/>	

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Encourage staff to exercise to improve muscle and bone strength	<input type="checkbox"/>	<input type="checkbox"/>	
Encourage staff to stretch throughout the day and especially after sitting on the floor with back unsupported.	<input type="checkbox"/>	<input type="checkbox"/>	
Modify crib sides to slide down or modify crib legs to accommodate staff	<input type="checkbox"/>	<input type="checkbox"/>	
Have kitchen arranged so that heaviest items are at waist height	<input type="checkbox"/>	<input type="checkbox"/>	
Organize food and supplies to streamline food preparation without excessive reaching	<input type="checkbox"/>	<input type="checkbox"/>	
Provide step stools as necessary	<input type="checkbox"/>	<input type="checkbox"/>	
Provide routine facility maintenance to reduce conditions that might contribute to musculoskeletal injuries, including sticking windows and doors	<input type="checkbox"/>	<input type="checkbox"/>	

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