

DAY CARE OPERATIONS Ergonomics Checklist

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|----------------|------------------|
| 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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