

## ULD's in the workplace CHECKLIST

Company/Department:		Completed by:	
Workstation:		Date:	
Task:			
Worker:			
RISK FACTOR	TICK YOUR ANSWER		ACTION REQUIRED
<b>INITIAL ASSESSMENT</b>	YES	NO	<p>If you have no ticks in the "YES" column on this page, you are unlikely to have any ULDs problems caused by work. You need not go on to questions 3 to 8 on the following pages.</p> <p>However, if you have any ticks in the "YES" column on this page, there may be a risk of ULD's in your workplace. You should go on to do the full risk assessment on the following pages.</p>
<b><i>DOES JOB INVOLVE A LOT OF:</i></b>			
FREQUENT or FORCEFUL or AWKWARD	(Gripping (a tool or workpiece)?)		
	(Squeezing (e.g. tool handles)?)		
	(Twisting)?)		
	(Reaching)?)		
	(Moving things (pushing, pulling, lifting)?)		
	(Finger/hand movement (eg keyboard work))		
<b><i>ARE THERE ANY WARNING SIGNS OF ULD's?</i></b> For example			
* Actual cases of ULDs in this or similar work?			
* Complaints by workers, e.g. aches and pains in hands, wrists, arms, shoulders etc? Ask your employees if they have any of these symptoms			
* Home-made, improvised changes to workstations or tools? (e.g. handles cushioned or made longer)			

RISK FACTOR	IS RISK PRESENT YES NO		POSSIBLE SOLUTIONS	RECOMMENDATION FOR ACTION	Tick when action taken
<p><b>FULL RISK ASSESSMENT</b></p> <p>Are there any factors in the job that make ULD's likely, such as:</p> <p><b>NEED FOR A LOT OF FORCE</b> Does job involve:</p>					
<p>* Strong force at the same time as awkward movements or posture e.g bent wrist, work with arms raised or fully extended?</p>			<p>Redesign workstation e.g. -reposition supply of components to reduce reaching required; - move controls to more convenient position.</p>		
<p>* Forceful use of hand/forearm muscles?</p>			<p>Redesign job, workstation, and/or tools to avoid over-use of the hand or forearm. Maintain tools – e.g keep them sharp and lubricated – for ease of use.</p>		
<p>* Trying to make do with ill-fitting components by forcing them into place?</p>			<p>Improve quality of components or provide suitable tools for fitting them.</p>		
<p>* Tools not ideal for repetitive or frequent use – particularly if squeezing, twisting or hammering actions required?</p>			<p>Replace domestic or DIY hand tools with tools designed for repetitive industrial use. Redesign tool handles to achieve even distribution of force across hand (power grip preferable to pinch grip) and straight rather than bent wrists. Consider replacing hand tools with power tools. Reduce squeezing forces by using weaker springs in triggers etc.</p>		

RISK FACTOR	IS RISK PRESENT YES NO		POSSIBLE SOLUTIONS	RECOMMENDATION FOR ACTION	Tick when action taken
* In cold or otherwise adverse conditions?			Cold (e.g. in handling frozen foods) may increase the risk of ULD's. If it is not possible to warm the working environment, check that protective clothing is well designed and does not affect posture or grip.		
* With tools that vibrate?			Consider whether job can be done another way to avoid need for high-vibration tools. Or provide vibration-absorbing grip and minimise vibration by proper maintenance.		

RISK FACTOR	IS RISK PRESENT		POSSIBLE SOLUTIONS	RECOMMENDATION FOR ACTION	Tick when action taken
	YES	NO			
* Work at awkwardly high or low height (crouching, stooping or reaching up)?			Move materials or controls to move convenient position.		
* Poor posture for any other reason?			Has worker been trained in good working techniques and posture? Is there a need for better seating (adjustable to correct height for the individual), footrests etc?		
<b>WORK FOR LONG PERIODS WITHOUT BREAKS OR CHANGES OF ACTIVITY</b> Does job involve:					
* No changes to work routine or variation of tasks?			If possible, vary tasks to provide changes in activity. If no, check there are adequate rest breaks.		
* No breaks or infrequent breaks?			Check that breaks are taken, especially if work involves continuous effort such as holding tools, or rapidly repeated movements (e.g typing)		
* Worker not able to have short pauses when desired?			Redesign work to make short pauses possible.		
<b>NO SPECIAL ARRANGMENTS FOR NEW EMPLOYEES</b> (or those returning to work after a long break) Does job involve:					
* People having to work at full pace immediately they start (or resume) the job?			Allow recruits to build up their work rate sensible as they gain experience.		
* No training in risk of ULD's and ways employees can reduce risks?			Provide training in skills, posture and warning symptoms for all those at risk.		
<b>POOR ENVIRONMENTAL CONDITIONS</b> Is work carried out:					
* In dim light, shadow or flickering light?			Provide better lighting so that workers do not have to adopt awkward postures to see properly		

RISK FACTOR	IS RISK PRESENT YES NO		POSSIBLE SOLUTIONS	RECOMMENDATION FOR ACTION	Tick when action taken
* Using equipment designed for a larger or stronger person (e.g women using tools designed for men)?			Redesign equipment or tool (e.g counter-balancing to reduce force required). Provide powered version.		
<b>RAPID, AWKWARD OR FREQUENT MOVEMENT</b> Does job involve:					
* Machine pacing, e.g. to keep up with conveyor?			Self-pacing is preferable		
*Frequent repetition of the same small number of movements?			Re-plan work, e.g.to break up pause/repetition cycles or spread movement across both hands. Consider adding extra activities to job, to give variety. Consider scope for automation or use of power tools.		
* Awkward movements such as twisting or rotation of wrist, movement of wrist from side to side, very bent fingers and wrist, or hand or arm movements beyond a comfortable range?			Redesign workstation, controls or shape of tool handles.		
* Pressure on employees to work fast e.g. from piecework or bonus system?			Consider need for such systems (but employees may resist change). Better training in ULD risks may help.		
<b>AWKWARD OR STATIC POSTURE</b> Does job involve:					
* Cramped body position, and/or not enough space to change posture?			Improve space available to worker. Provide adjustable workstation (especially chair) for workers who are above or below average height or shape.		
* Arms stretched or overhead for long periods?			Move materials or controls to more convenient position.		