



Appendix G-1: Retail Grocery Store Checklist

This checklist is one way an employer can identify, analyze and control MSD hazards in a Grocery Store environment. This form does not require a worker to assume any position but rather recommends that tasks are arranged so that they can be performed successfully when observing normal duties and recording compliance. The first Section (A-J) is related to the Physical Environment. The following six Sections (1-33) involve the Primary Ergonomics Risk Factors in general. The final Sections (34-73) involve specific department issues. The goal is to have all questions answered as "Yes". Any "No" answer highlights areas that need attention and should be modified or corrected, if possible.

WORKING CONDITIONS	Y	N
The workstation is used and arranged to perform Retail Grocery Store (RGS) tasks that allows the employee's (EE)...		
A. The Floors are dry and not slippery		
B. Lighting is sufficient to see clearly to read, handle stock and equipment		
C. Protective Equipment is available and appropriate for the tasks being done		
D. Equipment is available and is being used for lifting, transporting, handling freight and placing items		
E. Equipment, Fixtures are safe and in good working order		
F. Antifatigue mats are available for stationary/standing tasks		
G. Temperature is within comfortable ranges		
H. Noise levels are within safe limits		
I. No obvious hand contact with a hard surface, edge or tool handle observed		
J. Ergonomic breaks are scheduled and involve Range of Motion exercises.		
Awkward & Static Postures	Y	N
1. Can EE avoid working with their back in a bent or twisted position while lifting or holding heavy items?		
2. It is easy to lift objects to or from cramped/awkward spaces?		
3. Are routine tasks such as: leaning, bending forward, kneeling or squatting done only for brief duration? (<10 seconds)		
4. Can routine tasks of the wrists in a bent or twisted position be done only for brief periods?		
5. Can routine tasks working with your hands below the waist or above shoulder level be done for brief periods?		
6. Are routine tasks seldom done behind EE's back or out to the side of your body?		
7. Can EE easily work or switch from either side of the body on a regular basis?		
8. Can EE take Ergo Breaks or brief rest periods frequently throughout the day?		
Repetitive Tasks	Y	N
9. Can EE routinely scan an item with only one pass?		
10. Are quick and repetitive wrist motions usually avoided while scanning?		
11. Can EE take Ergonomic Breaks (q 30 minutes) from repetitive whole hand motions like: slicing deli meat, trimming produce, scanning groceries?		
12. Can EE take Ergonomic Breaks (every 30 minutes) from repetitive hand/finger grip/pinch forces such as: kneading bread, squeezing frosting and using price gun or case cutter?		
13. Is EE able to rotate between a left and right handed scanners?		
Force in Lifting	Y	N
14. Can EE avoid a pinch lift of > 2 lbs to hold an object more than 2 hrs /day?		
15. Can EE avoid heavy lifting (> 20 lbs) done with one hand more than 2 hrs/day?		
16. Can EE avoid lifting very heavy (> 50 lbs) items w/o a mechanical device more than 2 hrs /day?		
17. Can EE avoid lifting heavy items while bending over, reaching above shoulder, or twisting > 2 hrs/day?		
18. Are most items slid over the scanner rather than being lifted > 2hrs/day?		

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Force in Pushing, Pulling, Carrying	Y	N
19. Are dollies, pallet jacks or other carts easy to get started and kept moving?		
20. Is the floor free of debris (e.g. broken pallets) or uneven surfaces (cracks or dock plates) while pushing dollies, hand trucks or carts?		
21. Is pushing routinely used rather than pulling to move an object?		
22. Can you avoid manually carrying heavy objects for a long distance?		
23. Are motorized transports available for moving pallets?		
Force to Use Tools	Y	N
24. Is EE able to avoid using tools that require a pinch grip?		
25. Is EE able to avoid using a single finger to operate tools?		
26. Do the tools the EE uses fit their hand comfortably?		
27. Are the tools easy to control by the EE?		
28. Are the handles of the tools padded or are gloves worn during use?		
29. Can the EE use both hands to control their tools/equipment if needed?		
Contact Stress	Y	N
30. Can EE avoid pressing against sharp edges or corners of equipment while doing their job?		
31. Can EE routinely avoid holding hard or unpadded surfaces or edges of merchandise?		
32. Does EE avoid using hand as a hammer? (e.g. closing lids or opening containers)		
33. Is EE able to use tool handles that are well-padded and do not press into their palm?		

PASSING SCORE = "YES" answer on all Work Conditions items (A-J) and no more than three "NO" answers on the remainder of the Check List (1-33).

Checklist for Identifying Potential Ergonomics Risk Factors-Job Specific Areas		
CASHIERING	Y	N
34. Are items within easy reach at the Cash Register?		
35. Are the Cash/Register keyboard supports adjustable?		
36. Can the cashier work with items below elbow height?		
37. Can the display be read without twisting?		
38. Are all edges smoothed or rounded so there are no sharp/hard edges?		
39. Are objects easily scanned the first time?		
40. Are objects scanned without twisting/awkward hand or wrist motions?		
41. Can cashier scan heavy/bulky/awkward items without lifting them?		
42. Are the scales, conveyors & scanning plate at the same height?		
43. Is the scanner plate clean and unscratched to allow smooth motion over the scanner?		
44. Does the Cashier have an anti-fatigue mat and/or footrest in good condition?		
BAGGER & CARRY-OUT STAFF	Y	N
45. Can the bagger adjust the height of the bag stand?		
46. Are all edges smoothed or rounded so the bagger does not come into contact with sharp or hard edges?		
47. Do the large bags have handles?		
48. Can the bagger put bags into the cart without leaning over the check stand or twisting the back?		



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Checklist for Identifying Potential Ergonomics Risk Factors-Job Specific areas. cont'd		
Shelf Stocking / Backroom	Y	N
49. Are step stools/ladders used to reach shelves above shoulder level?		
50. Is stocking performed with minimal twisting or bending?		
51. Do totes, plastic wrapped items and boxes have handles or grips?		
52. Are gloves used for handling cold items?		
53. Are box cutters ergonomic with blades sharp / replaced regularly?		
54. Are carts, pallet movers, hand trucks used to move heavy items?		
55. Are carts, pallet jacks adjustable to waist height?		
56. Are light weight pallets used?		
57. Are box weights within the lifting ability of the employee?		
PRODUCE	Y	N
58. Are knives and other cutting tools (scissors, wire cutters, shears) sharp?		
59. Are worktables, etc. positioned so that the tasks can be performed in front of EE and about elbow height?		
60. Are carts used to move heavy items?		
61. Are carts well maintained and wheels/casters in good operational condition?		
62. Can worker avoid lifting buckets of ice weighing more than 40 lbs.?		
63. Can worker avoid lifting cases or bales of products more than 40 lbs?		
BAKERY	Y	N
64. Are counter heights & widths of bins, ovens, shelves, display cases appropriate for employee?		
65. Are carts used to move heavy items?		
66. Are routine job tasks performed without holding hands/wrists in a bent or twisted position?		
67. Is work being performed at about elbow height?	Y	N
MEAT & DELI TASKS		
68. Are knives and other cutting tools (scissors, electric slicers, shears) kept sharp?		
69. Are counter heights and widths appropriate for employee?		
70. Are scales, grinders, slicers, etc. positioned so that the work can be performed at about elbow height?		
71. Are routine jobs tasks performed without holding hands/wrists in a bent or twisted position?		
72. Are box weights within the lifting ability of the employee?		
73. Are tool handles the correct size and shape for the worker?		

PASSING SCORE = "YES" answer on ALL Work Conditions items (A-J) and no more than ONE "NO" answer in the remainder of EACH Individual department Check List (34-44), (45-48), (49-57), (58-63), (64-67), (68-73).