ErgoAnalyst Implementation Process Checklist

1. Engagement and Planing Phase

- ☐ Has the outcome or goal that is required to drive the process been defined ?
- ☐ Have the historical acute and cumulative injury statistics been reviewed ?
- ☐ Have upper management been presented the program and do they understand it ?
- ☐ Have the sites, areas and people within the business to be involved been chosen ?
- ☐ Have the KPIs for the number of tasks per year to be controlled been set ?
- ☐ Have internal EA-Facilitators been selected or is it externally led by an EA-Specalist ?
- ☐ How are the EA-Facilitators to be trained ? Face-to-face and/or via an on-line course ?
- ☐ How are workers to be trained? Generic or customised video? Face-to-Face training ?
- ☐ Has money and time been allocated to the program ?
- ☐ Has everything been documented in a plan that is signed off by senior management ?
- ☐ **Is an EA-Launch program going to be undertaken to ensure success ?**

2. Training Phase

- ☐ Have the EA-Facilitators been trained and/or are they to be mentored as well ?
- ☐ What workers and or managers are to be trained (everyone or selected groups) ?
- ☐ Has the training format (e.g. video, F-2-F) for these staff been chosen and developed?
- ☐ Has a customised ErgoAnalyst (HMT) training video for staff been developed ?
- ☐ Who is going to train staff ? The EA-Facilitators ? ErgoEnterprises ? Other ?
- ☐ Where and when is the training going to be conducted ?
- ☐ Have participating staff been trained prior to the control development workshops ?

3. Identification Phase

- ☐ How many tasks are to be involved in the program and/or pilot ? Top 5 ?
- ☐ Are tasks to be identified by staff, EA-Facilitators or both ?
- ☐ How are potentially hazardous tasks going to be identified ?
  Previous data? By staff? By EA-Facilitators ? At the training ? EA Hazard ID Cards ?
  Via an EA-Launch Audit?
- ☐ Have these tasks been listed in ErgoAnalyst or other risk register ?
- ☐ What number of tasks are going to be set as a target each year ?
- ☐ Will there be attached KPIs ? What time period ? How many per group ?
- ☐ How will the tasks be divided amongst sites to prevent 'doubling up' ?
- ☐ How will the tasks be prioritised and who will set the priority ?

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4. Assessment Phase

- ☐ Has the task been observed by the EA-Facilitator and relevant data collected ?
   Note: Use the ErgoAnalyst data collection form if appropriate.
- ☐ Has the information for the task been entered into ErgoAnalyst ? Including; detailed task descriptions, videos, dimensions, weights, time, repetitions, etc involved with the task and the equipment.
- ☐ Has the task been assessed by the EA-Facilitator in collaboration with operational staff ?

5. Control Development Phase

- ☐ Has a search for existing controls been conducted prior to the control development workshop ? EA-SnapShot database ? Google ? Consultation with staff ? Manufacturers ?
- ☐ Have the workshop facilitation slides been given to participants prior to the PE workshop ?
- ☐ Have the correct people been invited to the workshop and are they prepared ?
- ☐ Conducting the facilitation workshop :
    - ☐ Brainstorm ALL possible control ideas without judgement
    - ☐ Ensure that elimination of the task is considered (Hierarchy of Controls)
    - ☐ Eliminate and/or prioritise all the possible controls by considering the; cost, effectiveness, injury risk reduction, productivity improvements, etc, of the controls.
    - ☐ Choose the appropriate control(s) and prospectively assess them.
    - ☐ Decide on the control measure to be implemented and then develop and document the Action Plan in ErgoAnalyst.

6. Implement & Document Phase

- ☐ Has the EA-SnapShot report been generated and presented to appropriate managers as a business case so that the chosen control is signed off for implementation ?
- ☐ Have you followed up with all people on the action plan to ensure that implementation of the task occurs on schedule ?
- ☐ Once the control is implemented, have both the the risk and productivity improvements been determined and documented in ErgoAnalyst ?
- ☐ Has ALL information been entered into ErgoAnalyst, the priority level set to 'Completed' and the SnapShot report printed and saved for internal records ?
- ☐ Has ErgoEnterprises been notified of the successful control so that it can be shared with other clients on the ErgoAnalyst SnapShot database ?
- ☐ Have the Job and/or Workplace reports been generated and shared with Managment ?