# 4. MODULE ErgoCheck

- Introduction
- Data
- Report



# INTRODUCTION

**Scope of application**. The *ErgoCheck* module allows you to initially identify, in a qualitative and simple way, the ergonomic and psychosocial risk factors of a company, workplace or task.

The purpose of applying this module is, on the one hand, to provide a map of the potential ergonomic risks and obtain initial recommendations to improve them and, on the other hand, to offer information about which risk assessment modules included in ErgoIBV can be used to (quantitatively) assess the risks identified using ErgoCheck.

**Content.** The module is based on a checklist and is structured in two levels:

- The initial level (Level I: Initial identification) includes 12 basic questions to identify situations that may imply ergonomic and psychosocial risks.
- The intermediate level (Level II: Detailed check) includes up to 64 questions grouped into 9 sections: sensitive workers, psychosocial aspects, environmental conditions, postures/repetitiveness, manual materials handling, strength, display screens, design of the spaces and design of the elements/equipment. At this level, only those sections and questions where any item was marked at Level I are activated. For example, if the item "tasks that imply using display screens for more 2 hours" was marked at Level I, then at Level II the Display Screens subtab will be activated.

Once the workplace or task has been analyzed, the module provides the following results:

- Summary of the items marked, which can be considered as a potential ergonomic or psychosocial risk.
- General recommendations to help to correct the ergonomic problem detected.
- Quantitative methods, included in ErgoIBV, that are recommended to assess the situation, depending on the results obtained.

In addition, the results obtained in the analysis can be exported to be used as work requirements in the NedLabor/ $IBV^1$  software.

**Source**. The module is based on the experience of the IBV research staff in the area of ergonomics and occupational health. The IBV has extensive experience identifying ergonomic risk factors in many areas and companies. Additionally, we are aware of the importance of making a good identification and data collection of the ergonomic risk factors, which is essential to subsequently perform a rigorous assessment of the ergonomic risks. The data of the different checklist elements were adapted, among others, from the following sources:

- Sensitive workers: In-house development.
- Psychosocial aspects: Manual para la evaluación y prevención de riesgos ergonómicos y psicosociales en PYME, CoPsoQ-istas21 method (Manual for the assessment and prevention of ergonomic and psychosocial risks in SMEs, CoPsoQ-istas21 method [Spanish version of the Copenhagen psychosocial questionnaire].)
- Environmental conditions: In-house development. Manual para la evaluación y prevención de riesgos ergonómicos y psicosociales en PYME (Manual for the assessment and prevention of ergonomic and psychosocial risks in SMEs)
- Postures/repetitiveness: In-house development. UNE-EN 1005-4 standard and UNE-EN 1005-5 standard.
- Manual materials handling: In-house development. Guía técnica para la evaluación y prevención de los riesgos relativos a la manipulación manual de cargas (Technical guide for the assessment and prevention of risks related to manual materials handling.) Manual para la evaluación y prevención de riesgos ergonómicos y psicosociales en PYME (Manual for the assessment and prevention of ergonomic and psychosocial risks in SMEs.)
- Strength: Manual para la evaluación y prevención de riesgos ergonómicos y psicosociales en PYME (Manual for the assessment and

This software was designed to help the expert to objectively determine if a patient can return to his/her job after a sick leave due to an injury to the musculoskeletal system.

<sup>&</sup>lt;sup>1</sup> **NedLabor/IBV** is a computer program to assess the working capacity, which allows us to objectify the existence or not of mismatches between the physical requirements of the job and the physical capabilities of the worker.



prevention of ergonomic and psychosocial risks in SMEs.) UNE-EN 1005-3 standard.

- Display screens: In-house development. *NTP 602* (technical note for prevention by the INSHT).
- Design of spaces and design of elements/equipment: In-house development. Manual para la evaluación y prevención de riesgos ergonómicos y psicosociales en PYME (Manual for the assessment and prevention of ergonomic and psychosocial risks in SMEs.)

# DATA

In order to start, select the *ErgoCheck* module in the *New Task* window (Figure 1).

This way, you access the main window of this module (Figure 2), where the data are entered.



Figure 1. Access to ErgoCheck module

o/IBV - I	ErgoCheck												
	Task:												_
Co	ompany:										Date:	17/04/2018	
Obser	rvations:												
.evel	I: Initial id	lentification	Level II: De	etailed che	ck Re:	sults							
	Are there i workers, p	n the workplac regnant wome	e or task ana n, workers ov	lyzed worker er 50, etc.)?	s who ca	n be espec	ially sensitive	e to the risks a	rising from we	ork (people wi	th disab	ilities, injured	d
	Are there s	situations in the conflicts betw	workplace o een workers a	r task analyz and/or peopl	ed that m e in char	nay give rise ge, discomf	e to psychoso ort perceived	ocial risks (su l. etc.)?	ch as high ps	ychological d	emands	, little control	į.
	Does any period of ti	body segmen ime?	t (neck, trunk,	arms, hands,	/wrists or	feet) adopt	a position tha	at is away from	n the neutral p	oosture freque	ntly and	for a long	
	Is it neces	sary to stand fo	or a long time	?									
	Is it neces:	sary to kneel, s	quat or sit on	the floor?									
	Does the v hands/wris	vork involve p sts)?	erforming rep	etitive mover	ments (th	e same mo	vement is rep	eated severa	l times) with a	iny body segr	nent (ne	ck, trunk, am	ns.
	Have any	annoying situa	tions been de	etected relate	ed to tem	perature, no	oise, lighting,	ventilation, et	c.?				
	Are object	s weighing 3 k	g or more ma	nually lifted a	and/or he	avy elemer	nts carried, pu	ished or pulle	d?				
	Does any	task performe	d involve app	lying force (a	apart fron	n load hand	ling) with the I	nands <mark>,</mark> arms, f	runk or legs/f	eet?			
	Does any	task performe	d involve usin	g display sc	reens for	more than 2	2 hours?						
	Have any inadequat	problems bee e)?	n detected re	garding work	<pre>c heights</pre>	(very high c	or very low), re	eaches (too fa	r) and/or wor	king space (in	sufficier	nt or	
<b>m</b>	Have any performed	situations bee  ?	n detected in	which the too	ols, contro	ols and/or in	idicators are	inadequate (s	hape, size, w	eight, comfort	etc.) for	the task bei	ng
				0			10	1	-	-	0		3

Figure 2. ErgoCheck – Main window



**Identification**. The name of the task and the company, the date of the analysis and the appropriate observations are entered in the header.

Analysis. The checklist must be completed as follows:

First, the items under the tab **Level I: Initial identification** will be reviewed. There are 12 basic questions to identify situations that may involve ergonomic and psychosocial risks. All the items in the sheet must be reviewed and the relevant box must be checked when this situation exists in the workplace or task under analysis.

Once Level I has been finished, the user can complete the tabs of **Level II: Detailed check** that were activated depending on the items marked in Level I.

The items of Level II are organized in the following sections and sub-sections (see Figure 3):

- Sensitive workers
- Psychosocial aspects
- Environmental conditions
- Postures/repetitiveness
  - Type of task/activity
  - Postures adopted
- Manual materials handling
  - Situations implying manual materials handling
  - Manual materials handling organization
- Strength
- Display screens
- Design of spaces
- Design of elements/equipment.

**Note:** The sections and sub-sections of Level II are related to what the analyst has answered in Level I. If Level I is blank, no marked item will appear in Level II and the screen will show the text "No risks detected".

Task:	Workstations company ZZZ			
Company:	222	Date	15/03/2018	
bservations:				
evel I: Initial i	dentification Level II: Detailed check Results			
Sensitive tasks	Psychosocial asp. Postures/Repetitiveness Environmental cond. MMH Force Display screens Spin	ace Elem.	and equipme	nt
1	Is there any worker over the age of 50 in the workplace?			
	Is there any person with physical, sensory or psychic disabilities in the workplace?			
	Is there any pregnant woman in the workplace?			
	Is there any minor (16 to 18 years old) in the workplace?			
	Is there any worker in the workplace who has returned to work after a sick leave?			
				3

Figure 3. ErgoCheck - Sections of Level II

All the items in each section must be reviewed, and the appropriate box must be checked if that factor exists when considering the most usual and/or most unfavorable situation in the workplace or task under analysis.

The data collection can be based on the direct observation of the workers in the workplace or task, on personal interviews with the workers, with the people in charge, with the medical service, with the prevention service of the company (if any), etc. A single item marked in any of the sheets means that the situation may involve an ergonomic risk, which must be further assessed and/or take corrective and/or preventive actions.

### Notes:

- In order to obtain information about a section in the results tab of the application, at least one item has to be marked in each section of Level II that was activated. If there are sections with no items marked, the results cannot be accessed, and it will be necessary to check that Level I was correctly completed.
- Since it is a global and qualitative assessment, the purpose of the analysis is not to evaluate the ergonomic risks, for which specific methodologies should be used. In this respect, the results, in



addition to providing an overview of the potential problems and initial recommendations, they also offer information on the quantitative methods that can be used to assess the ergonomic risks that were detected in the identification phase.

Once Level II has been completed, it is possible to access the **results** tab, which offers the following information:

- **Risk factor**. Aspects marked in Level II that can be considered a potential ergonomic problem.
- **Recommendations** to help to correct the problem detected. General recommendations for each problem are provided by clicking on the **button**.
- **Recommended module.** As it is an initial qualitative identification, many of the problems detected (or combinations of them) will require expanding and quantifying the ergonomic risk that the problem identified may imply. In these cases, the software recommends the most adequate ErgoIBV modules to perform an ergonomic assessment of it. By clicking on the button of the recommended module (for example, Multiple MMH), you can directly access the module and begin the assessment.

#### Notes:

- By pressing the button of the recommended assessment module, an empty task of the module will open, which will take the data used in *ErgoCheck* for identification (Task, Company, Observations). The analyst can modify this information if necessary.
- If the changes have not been saved to *ErgoCheck*, the system will ask you to save the changes before opening the appropriate assessment module.

Task:	Workstations company ZZZ		
Company:	222		Date: 15/03/2018
Observations:			
evel I: Initial i	dentification Level II: Detailed check Results		
Sensitive tasks	Psychosocial asp.   Postures/Repetitiveness   Environmental cond.   MMH   Force   Display screens	Space	Elem. and equipmen
	Riskfactor	im.	Recommended module
In the workp	place there are workers who have returned to work after a sick leave.		Injured MMH
There are p	vregnant women in the workplace.		ErgoMater
In the workp	place, there are people with physical, sensory or psychic disabilities.		
There are r	ninors (16 to 18 years old) in the workplace.		
In the workp	place there are workers over the age of 50.		
	1		
		5	

Figure 4. ErgoCheck – Results

## **Additional features**

The lower bar of the main window shows several options that are common to all ErgoIBV modules and other additional and specific features of *ErgoCheck*.



**Read me**. It opens a pop-up window that shows the simplified instructions for use of the *ErgoCheck* module (objectives and how it is applied).



**Export.** This function allows the user to generate two files that can be used later with the NedLabor/IBV software:

- *Ergo2ned* file: working requirements derived from the analysis peformed using ErgoCheck.
- Risk identification report in PDF format.



**Sheet.** This feature opens a window where the user can add information to characterize more exhaustively the workplace, task or activity under analysis. The sheet includes the following fields:

Location of the task being analyzed in the



company.

- Task description.
- Number of workers.
- Significant organizational aspects (schedule, shifts, breaks, flexibility, etc.)
- Previous incidents recorded (complaints, accidents, injuries, etc.)
- Previous ergonomic interventions performed (describe).
- Observations on the analysis.

## REPORT

Once the information has been entered, clicking on the *Report* button in the lower part of the main window will open the *task report* window (Figure 5), which contains the following:

- **Identification**. This includes the general data (date, task, company and observations) and an image of the task, if it was previously added. A specific space is included to add the name and signature of the specialist who performed the analysis.
- **Task sheet**. It includes the data of the sheet where the workplace, task or activity under analysis was characterized.
- **Risk factors**. It shows the items that were marked in each section of the checklist organized in sub-sections.

	issessment	Ligoonoon	DE FAL
		RISK IDENTIFICATION REPORT	
IDENTIFICAT	ION		
Date	15/03/2018		
Task	Workstations company ZZ	Z	
Company	ZZZ		
			Assessment performed by:
RISK FACTO	२६		
RISK FACTO Sensitive work — There are p — In the work	ers ergnant women in the workp place there are workers who	lace. have returned to work after a sick leave.	
RISK FACTO Sensitive work — There are p — In the work Psychosocial a	RS ers rregnant women in the workp place there are workers who sspects	lace. have returned to work after a sick leave.	
RISK FACTO Sensitive work — There are p — In the work Psychosocial a — Workers co	ers regnant women in the workp place there are workers who ispects mplaints or problems have b	face have returned to work after a sick leave. een detected regarding the work pace, the distribution ar	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are p — In the work Psychosocial a — Workers oc Environmental	ers regnant women in the workp place there are workers who spects mplaints or problems have b conditions	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are ; — In the work Psychosocial a — Workers co Environmental — There are :	RS ers place there are workers who spects mplaints or problems have b conditions	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work – There are p – In the work Psychosocial a – Workers or Environmental – There are s – There are s	RS ers regnant women in the workp place there are workers who ispects mplaints or problems have b conditions aluations in which temperatur igh-noise situations that mak	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. we it difficult for workers to speak or concentrate.	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are ; — In the work Psychosocial a — Workers oc Environmental — There are s — There are s — There are s	ers regnant women in the workp place there are workers who ispects conditions atuations in which temperatur atuations in which temperatur situations that make s/Office	tace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. we it difficult for workers to speak or concentrate.	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are p — In the work Psychosocial ar — Workers oc Environmental — There are t Display screen — The compu	ers regnant women in the workp place there are workers who ispects conditions aluations in which temperatur igh-noise situations that mak s/Office ter equipment and/or the scr	kace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. we it difficult for workers to speak or concentrate.	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are p — In the work Psychosocial a — Workers cc Environmental — There are s — The socket	ers regnant women in the workp place there are workers who spects mplaints or problems have b conditions ituations in which temperatur igh-noise situations that mail siOffice ter equipment and/or the scm is incorrectly sitting or has si	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. we it difficult for workers to speak or concentrate. een are incorrectly placed. tated that the chair is uncomfortable.	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work — There are ; — In the work Psychosocial a — Workers cc Environmental — There are s — The computer — The vorket	RS ers regnant women in the workp place there are workers who spects mplaints or problems have b conditions aluations in which temperatur situations in which temperatur situations in which temperatur sign-noise situations that mak alOffice ter equipment and/or the scin is incorrectly sitting or has si Reaches	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. we it difficult for workers to speak or concentrate. een are incorrectly placed. tated that the chair is uncomfortable.	nd number of tasks or the need to hide emotions.
RISK FACTO Sensitive work - There are ; - In the work Psychosocial a - Workers cc Environmental - There are s - There are s - There are s Display screen - The compu - The worker Space/Heights - The worker	RS ers regnant women in the workp place there are workers who ispects mplaints or problems have b conditions aluations in which temperatu igh-noise situations that mak siOffice ter equipment and/or the sore is incorrectly sitting or has si Reaches the left is and inclusion is and	lace. have returned to work after a sick leave. een detected regarding the work pace, the distribution ar re is inadequate. the it difficult for workers to speak or concentrate. the it difficult for workers to speak or concentrate. the it difficult for workers to speak or concentrate. the it difficult for workers to speak or concentrate.	nd number of tasks or the need to hide emotions.

## Figure 5. ErgoCheck – Identification report



# RECOMMENDATIONS

Clicking on the *Recom* button in the lower part of the main window will generate the *recommendations report* (Figure 6). Together with the **identification** data, **recommendations** to help solve each ergonomic problem detected in the different sections are included here.

IDENTIFICAT	TION
Date	15/03/2018
Task	Workstations company ZZZ
Company	222
Observations	
RECOMMEN	DATIONS
	Ale a second
Sensitive work	kers
Sensitive work	Kers
Sensitive work	kers pregnant women in the workplace.
Sensitive work — There are Laws	kers pregnant women in the workplace. protect motherhood against potential work-related risks.
- There are Laws The p height	kers pregnant womin in the workplace. protect motherhood against potential work-related risks. hysiological dranges that women experiments during regramary make it necessary to review aspects such as load handling, reaches, work revenements, pice, working time, etc., where a worker announces the pregnancy to the company.
Sensitive work - There are Laws The p height The c	kers programt women in the workplace. Indication motivation of against potential work-related risks. hysiological changes that women experience during programcy make it necessary to review aspects such as load handling, reachers, work movements, place, working time, etc., when is worker amounces the programcy to the company.
Sensitive work — There are Laws The p height The c	ters pregnant women in the workplace. pregnant women in the workplace. pregnant women experience during pregnancy make it necessary to review aspects such as load handling, reaches, work provements, pace, working time, etc., when a worker announces the pregnancy to the company. The substrate of the second sec
Sensitive work - There are Laws The p height The c - In the work	ters pregnant women in the workplace. protect motherhood against potential work-related risks. hypotect motherhood against potential work-related risks. hypotection and the specific risk assessment for the pregnancy make it necessary to review aspects such as load handling, reaches, work norwarmsts, pace, working time, etc., when a worker announces the pregnancy to the company. orpany must carry out a specific risk assessment for the pregnant worker and adapt the workstation to be related. place there are workstar who have returned to work alter a sick tarve.
- There are     Laws     The p     heigh     The c     - In the work     After     of rec	ters programs womin in the workplace. protect motherhood against potential work-related risks. protect motherhood against potential work-related risks. provements, pace, working time, etc., when a worker announces the pregnancy to the company. orgamy must carry out a specific risk assement for the pregnance work and adapt the workstation to ther situation. paces there are workers who have returned to work after a sick leave. a work leave due to a musuc/osketed ad discripting, its increases to based to the situation. work leave due to a musuc/osketed add discriptings, its increases to based to the prediction of ordical of some time.
- There are Laws The p height The c - In the work After a of rec It is al	ters pregnant women in the workplace. pregnant women in the workplace. pregnant women experience during pregnancy make it necessary to review aspects such as load handling, reaches, work movements, pace, working time, with a worker amounces the pregnancy to the company. ompany must carry out a specific risk assessment for the pregnant worker and adapt the workstation to ber situation. agains have a work work to have returned work after a sisk. work and the work of the situation of the company. a work have a to be a musu/colorablet discorduring: It is necessary to assess the type of tasks performed by the worker to minimize the urrent highly. In this respect, certain tasks like those waitate the workers ability in oder to variaute their undefined for the bid and marke their
Sensitive work - There are Laws The p heigh The c - In the work After a of rec It is al return	ters pregnant women in the workplace. pregnant women experience during pregnancy make it necessary to review aspects such as load handling, reaches, work provements, pace, working time, etc., when a worker announces the pregnancy to the company. company must carry out a specific risk assessment for the pregnant worker and date the workstation to her situation. cplace there are workers who have returned to work after a sick leave. work leave due to a musc/loaksideal discordeningur, it is necessary to assess the type of tasks performed by the worker to minimize the runnel they in this respect, certain tasks like those related to load handing may be limited or reduced for some time. to encessary to assess of the demands of the job and the workers ability in order to evaluate their suitability for the job and make their easer. The Neut Austor encoders and performed his samplas.
Sensitive work - There are Laws The p heigh The c - In the work After of rec It is al return Psychosocial	tere program women in the workplace. protect motherhood against potential work-related risks. protect motherhood against potential work-related risks. t, movements, pace, working lime, etc., were worker announces the programory to the company. workplace the second of the program work and adapt the workstation to her situation. splace there are workers who have returned to work after a sick leave. a work leve due to a musucloakabel discretering, it is necessary to assess the type of tasks performed by the worker to minimize the r more liny. In this second, crash tasks line to near leader to band handing may be limited or reduced for some time. to oncessary basess both the demands of the job and the worker ability in order to evaluate their suitability for the job and make their example. Work_abord W methodology can perform this analysis.
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Sensitive work - There are Laws The p height The c - In the work After of rec It is al Avoid as wo	ters  program women in the workplace.  program women experience during pregnancy make it necessary to review aspects such as load handling, reaches, work movements, pace, working time, etc., when a worker amounces the pregnancy to the company.  ompany must carry out a specific risk assessment for the pregnant worker and adapt the workstation to her situation.  splace there are works with hair enhanced to work that as it. It is necessary to travise the workstation to the situation.  splace there are works with hair enhanced to work that as it. It is necessary to assess the type of trakes performed by the worker to minimize the runnel injury. In this respect, certain tables the those related to load handling may be limited or reduced for some time.  Is nonessary to assess the the demand on the pip and the workers ability in order to evaluate their suitability for the job and make their reasier. The NedLabortBV methodology can perform this analysis.  appects  complaints or problems have been detected regarding the work puor, the distribution and number of tasks or the need to hide emotions.  situations in which the worker cannot influence the annual to be perform 4, which prevents the worker form feeling pressured.  situations in which the worker cannot full encode the annual to be of the it.  alsocal support hance colleagues are thermatical support.
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Sensitive work - There are Laws The p heigh The c - In the work t is al return Psychosocial - Workers c It is al as we On th dema In column	ters  program women in the workplace.  program women experience during pregnancy make it necessary to review aspects such as load handling, reaches, work movements, pace, working time, etc., when a worker amounces the pregnancy to the company.  ompany must carry out a specific risk assessment for the pregnant worker and adget the workstation to her situation.  splace there are workstation to the situation of the company.  are there are to be an unucleokated discription of the load handling may be inited or reduced for some time.  In this respect, craits tasks like those related to load handling may be limited or reduced for some time.  In this respect, craits tasks like those related to load handling may be limited or reduced for some time.  In the concessary to assess both the demand of the given and of the point of the worker to minimize the reasier.  The NedLabortBV methodology can perform this analysis.  aspects  omplaints or problems have been detected regarding the work pace, the distribution and number of tasks or the need to hide emotions.  situations which the worker cannot influence there available to perform 4, which prevents the worker from feeling pressured.  askate hand, poor simulation should be avoided because it hasks to monotony and boredom.  The hand, poor simulation should be avoided because it hasks to monotony and boredom.  The hand, poor simulation should be avoided because it hasks to monotony and boredom.  The tasks should somewhat varied and  refer hand, poor simulation should be avoided because it hasks to monotony and boredom.  The tasks should be avoided because it hasks to monotony and boredom.  The tasks should be perioded because it hasks to monotony and boredom.  The tasks should somewhat varied and  refer work with supporters and colesquess and hasks and colesques and  there are only the properties and colesquess.  The NedLabortBV methodology are perioded because it hasks to monotony and boredom.  The tasks should be avoided because it hasks to monotony and boredom.  The tasks
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Figure 6. ErgoCheck – Recommendations report