Fully revised and expanded, this new edition of the highly successful *Ergonomic Checkpoints* is aimed at reducing work-related accidents and diseases and improving safety, health and working conditions. Building on the wealth of experience of practitioners in applying these checkpoints, the second edition features revised text, additional checkpoints and new, full-colour illustrations.

The manual presents 132 realistic and flexible solutions to ergonomic problems applicable across a whole range of workplace situations, including:

- Materials storage and handling
- Hand tools
- Machine safety
- Workstation design
- Lighting
- Premises
- Control of hazardous substances and agents
- Welfare facilities
- Work organization

Each of the illustrated checkpoints indicates an action, why it is necessary and how to carry it out, and provides further hints and points to remember. A template checklist is also included, which can be adapted to individual workplaces.

The manual is designed for use by all who are concerned with creating a better workplace: Employers, supervisors, workers, inspectors, safety and health personnel, trainers and educators, extension workers, engineers, ergonomists and designers.

**Table of Contents**

- Foreword
- Preface to the second edition
- Preface to the first edition
- Suggestions for using the manual
- Ergonomic checklist
  - Materials storage and handling (checkpoints 1–17)
  - Hand tools (checkpoints 18–31)
  - Machine safety (checkpoints 32–50)
  - Workstation design (checkpoints 51–63)
  - Lighting (checkpoints 64–72)
  - Premises (checkpoints 73–84)
  - Hazardous substances and agents (checkpoints 85–94)
  - Welfare facilities (checkpoints 95–105)
  - Work organization (checkpoints 106–132)
- Annexes
  - Annex 1: Using Ergonomic Checkpoints in participatory training
  - Annex 2: Workplace checklist
  - Annex 3: Practical hints for the workplace checklist
  - Annex 4: Sample programmes for a training workshop using Ergonomic Checkpoints
  - Annex 5: Examples of group work results
Order Acceptance Form

Fastest ways to order:
Contact us:  Fax: (+41) 022 799 6938
Email: pubvente@ilo.org
Tel: (+41) 022 799 7301/6626

Write to: ILO Publications
International Labour Office
4, route des Morillons
CH-1211 Geneva 22, Switzerland

☑ YES! Please send me the following items as indicated below (please indicate desired quantity).

<table>
<thead>
<tr>
<th>ISBN</th>
<th>TITLE</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>978-92-2-122666-6</td>
<td>Ergonomic Checkpoints</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Subtotal
Postage*
TOTAL

* For Europe and the Mediterranean please add 10% for surface mail, 15% for airmail. Rest of world: 15% surface, 25% airmail.

SHIPPING ADDRESS
First Name Last Name Mr./Mrs./Ms.
Organization Dept.
Address Post Code
City Country
Telephone Email Fax

METHOD OF PAYMENT
Payment Options: ☐ VISA ☐ MasterCard ☐ American Express ☐ Diners

Card No. Expiry Date

Signature (order not valid without signature)

☐ Please send me a Pro Forma Invoice (institutions/libraries, please attach a purchase order)

Signature (order not valid without signature)

The Geneva Office does not accept cheques.