



# PERSON ▶ JOB ▶ MACHINE INFO CHECKLIST

UTILIZING THE 6MS OF PRODUCTION, THIS CHECKLIST IS DESIGNED TO HELP YOU LEARN ABOUT THE SPECIFIC ROLES, TASKS AND JOBS OF THE PATIENT POPULATION AT YOUR WORK SITE.

THE 6MS OF PRODUCTION : MAN/WOMAN/PERSON POWER, MACHINE, MILIEU, METHOD, MATERIAL AND MEASURE-

## 1 MAN/WOMAN/PERSON POWER

PLACE CHECK HERE #

- >What are the requirements of the people who do this particular job?  
—
- >What are the ideal personal/physical characteristics for this job? Age, height, weight, build, arm span, dexterity, flexibility? How does the employee compare?  
—
- >Does the employee make any adjustments in their work to make up for any shortcomings?  
—
- >Is the employee in any pain at the end of their shift?  
—
- >What does the employee eat/drink during their shift?  
—
- >How long has the employee been employed at this specific job? Is it typical for the role?  
—
- >Does the employee have any specific comments or complaints about their job?

## 2 MACHINE

PLACE CHECK HERE #

- >What sources of energy does this machine use? Electrical, pneumatic, hydraulic, manual, fuel, etc.  
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- >Where in the facility is the machine located and what areas facilities support it? Maintenance department, supervision, machine shop, etc.  
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- >What are the safety aspects of the machine? How are they bypassed? Where is the emergency stop?  
—
- >Where are the controls of the machine? Buttons, cords, pedals, levers, etc.  
—
- >Are any other tools used to operate this machine? Where are they stored?  
—
- >Is PPE required for people operating this machine?

## 3 MILIEU/ENVIRONMENT

PLACE CHECK HERE #

- >What is the work environment surrounding the job?  
—
- >What elements is the employee regularly exposed to? Dust, steam, chemicals, loud noise, radiation?  
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- >Does the employee need to wear PPE?  
—
- >What unpredictable events could occur?

## 4 METHOD

PLACE CHECK HERE #

- >What is the production process?  
—
- >How many steps are manual vs automated?  
—
- >Are other employees involved in the process and how are they involved?  
—
- >Does the machine or job have a regular preventative maintenance schedule and who carries that out?  
—
- >What other departments, processes or jobs are dependent on this job and vice versa?  
—
- >What is the process if there is an issue with a machine or the employee?  
—
- >How is scrap or waste handled?

## 5 MATERIAL

PLACE CHECK HERE #

- >What materials and components does the employee use to complete production?  
—
- What does the employee do with the material?  
—
- >How do they obtain these materials during their shift?  
—
- >Is there any PPE or equipment required to handle these materials, besides the machine?  
—
- >Do the materials that the employee works with present any physical, health, or fire hazards?  
—
- >How are these materials stored?  
—
- >Does the material create any byproducts or waste?

## 6 MEASUREMENT

PLACE CHECK HERE #

- >How is production measured in this role? Units, time, deliveries, weight, etc.  
—
- >What is normal production for this role?  
—
- >What are the measurements for the machine and/or materials? Temperatures, width, length, weight, etc.



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