

# TAKE ACTION

## Is your production too slow?

How YOU can take action to effectively start improving workstation design in your enterprise.

- USE this leaflet to help develop simple and low-cost improvements.
- EVALUATE the items on the checklist first.
- DECIDE which actions to take.
- TAKE ACTION and IMPROVE your productivity.

## What is workstation design?

A well-designed workstation is important for productive work. Workers usually repeat similar operations a great many times. If they can do so quickly and easily, productivity will be higher and quality will be better.

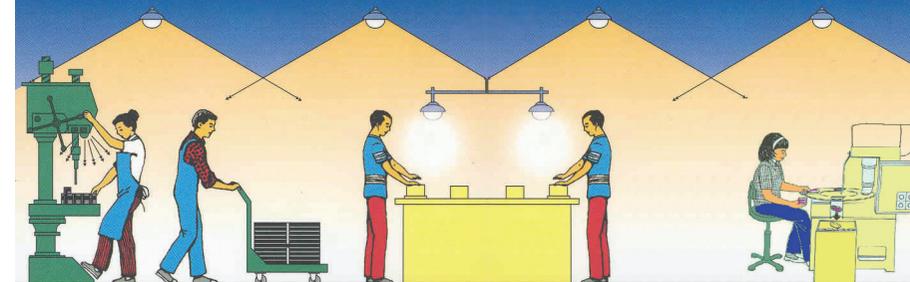
## Why improve workstation design?

- Awkward work postures and movements mean lower productivity and quality as well as greater fatigue.
- Time and effort is lost in reaching and retrieving materials.
- There is a higher risk of damage and accidents because of unsuitable workstation design – workstations designed for large workers do not fit small or young workers.

[www.ilo.org/wise](http://www.ilo.org/wise)

The techniques in this pamphlet are only a few amongst several others that can help to improve your work environment and lead to more productivity. WISE trainers have worked in 44 countries with small and medium enterprises on improving their businesses.

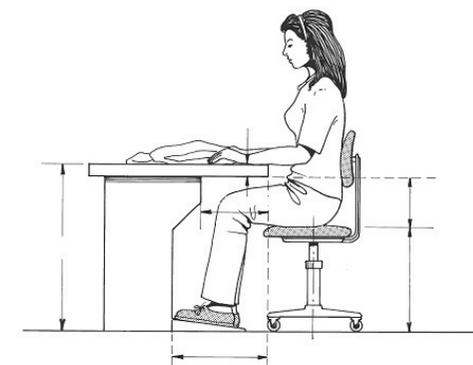
# Work Improvements in Small Enterprises



WISE ways to improve your

## WORKSTATION DESIGN

**2**  
training module



it's easy

it works

it's efficient  
at low costs

with clear gains

## WISE methodology

The following ILO publications provide detailed information on the WISE methodology:

The Action Manual is designed for entrepreneurs and provides ideas for practical action.

The Trainers' Manual that accompanies the Action Manual explains how to organize and carry out the different training events to improve productivity and working conditions.

## Further information

Conditions of Work and  
Employment Programme  
(TRAVAIL)  
Social Protection Sector  
International Labour Office  
4, route des Morillons  
CH-1211 Geneva 22, Switzerland

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# CHECKLIST

**1** Put switches, tools, controls and materials within easy reach of workers. Do you propose action?

No  Yes  Priority

**2** Use lifts, levers or other mechanical measures to reduce the effort required by the worker. Do you propose action?

No  Yes  Priority

**3** Provide a stable work-surface at each workstation. Do you propose action?

No  Yes  Priority

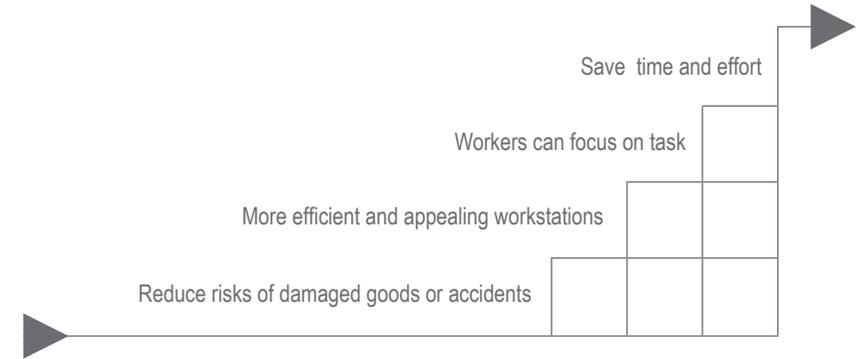
These are just a few of the simple and practical checklist items in the WISE Action Manual.

# WISE PROPOSES

Simple methods to improve workstation design

- Keep materials, tools and controls within easy reach. A good rule is to keep objects within the worker's arm spanning distance.
- Improve work posture for greater efficiency. Most operations are best performed around elbow level.
- Use clamps, jigs, levers and other devices to save time and effort. Do not waste effort just to hold a work item.
- Improve displays and controls to minimize mistakes, for example, a stop switch should be clearly different from a start switch.

# WHAT YOU GAIN



# A FEW GOOD EXAMPLES

How other companies have improved their productivity and workplace conditions using WISE suggestions



New simple footrests are added to working tables providing greater comfort to the workers. A footrest for any seated worker can have a relaxing effect as well.

Worker stands on a stable platform to reach machine at a comfortable height, hence having the capability to work properly without high risk of injury. Platforms are particularly useful for younger workers who are shorter than adults.



Simple light signals that indicate machines are on can help avoid costly accidents and warn non-operators to stay out of work areas.



HIGHER PRODUCTIVITY AND A BETTER PLACE TO WORK