

Plan Your Workstation Checklist

Define the Purpose		
What is the function of the workstation?		
What tasks need to be performed?		
Determine Workflow		
How are orders/items being received?		
What is the process once items are received?		
How are orders/items exiting the station?		
How will materials be replenished?		
Inventory Items		
Tools		
Test and process equipment		
Components		
Product		
Reference materials		
Assign Priorities		
Frequency of use		
Sequence of use		
Accuracy required		
Duration of use		
Safety		
Force needed		
Convenience		
Plan the Layout		
Assign all items on the workstation inventory list to the appropriate ergonomic reach zone		
Establish workstation type: size, capacity, height adjustability		
Future considerations: adaptability to future needs		
Review Material Handling Process		
Moving material to perform the task into and out of the workstation		
Moving the product on which the task is being performed into and out of the workstation		
Material handling vehicles (carts, containers, conveyors, ball transfers)		
Conveyor routing for best material movement		
Ease of loading and unloading from conveyors. Are conveyors at the appropriate height?		
Material handling containers and tote sizes (in relation to quantities of material for the task, and weight, to eliminate heavy lifting)		
Evaluation and Review		
Monitor workstation usage for opportunities to improve		