



Form for recordings WRAP

Task:

Date:

Step 1. Task to assess

About the task:

Task duration:hours a day on average.

- Only determine the task duration for the days on which the task occurs. If necessary, ask the employee for how long the task is performed a day (adding up the individual periods of time). If, for example, the task takes place on 2 separate days, write down how long the task usually takes on those days (to 1 decimal place) and determine the average time duration. For example: let's say the task is performed on 5 days: 2 days for 2 hours and 3 days for 4 hours. The average time duration of the task will, therefore, be $((2 \times 2) + (3 \times 4)) / 5 = 3,2$ hours.
- **Tasks that are similar to each other** in terms of postures and movements **should be assessed as a single task** (with their durations added together).

Comments before you start:

- If the task being performed differs significantly between employees, use average values for the different employees. This particularly applies to steps 3 and 4 of the assessment. This means that you should observe and collect information from several employees performing the same task. You should also assess the same task performed on different days.
- When carrying out an assessment for the first time, conduct the assessment with a colleague, rather than on your own, as this generally results in a more accurate assessment.

Step 2. Kneeling, squatting and standing work

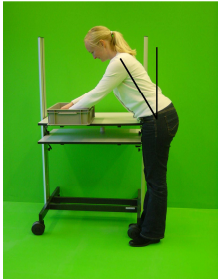

If certain positions occur very frequently and each occurrence is relatively brief, we advise you to observe these positions in greater detail using the table below to determine the frequency and duration more precisely. Indicate your observations of the average frequency per minute and the average duration per occurrence and copy these values in the webversion of WRAP in step 2-form for recordings. The 'total duration per day' and 'continuous duration' will then be calculated automatically and the corresponding score will be filled in under step 2.

Postures		Keep a tally of how often a posture occurs during 1 minute* (and repeat several times)	Duration per occurrence and average duration per occurrence (sec)*
Work in a kneeling position with one or two knees on the floor		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec sec</p> <p>..... sec sec</p> <p>..... sec sec</p> <p>Average duration per occurrence: sec</p>
work in a squatting position with heavily bent knees, upper legs and buttocks are resting on lower legs and heels		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec sec</p> <p>..... sec sec</p> <p>..... sec sec</p> <p>Average duration per occurrence: sec</p>

* the duration per occurrence of a posture, can be more than 1 minute. In that case, the frequency of that posture is 1 time per minute or less (1 time each 5 minutes for example is 0,2 times per minute).

Step 3. Awkward and twisted positions of the trunk

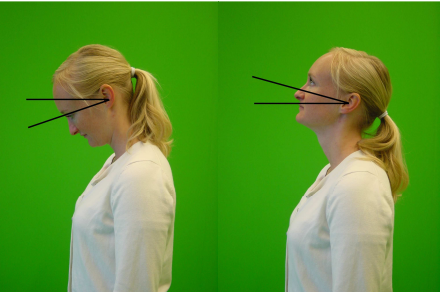

If certain positions occur very frequently and each occurrence is relatively brief, we advise you to observe these positions in greater detail using the table below to determine the frequency and duration more precisely. Indicate your observations of the average frequency per minute and the average duration per occurrence and copy these values in the webversion of WRAP in step 3-form for recordings. The 'total duration per day' and 'continuous duration' will then be calculated automatically and the corresponding score will be filled in under step 3.

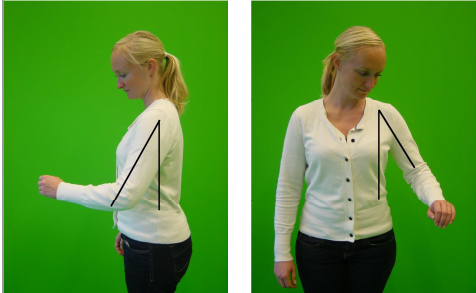
Postures		Keep a tally of how often a posture occurs during 1 minute* (and repeat several times)	Duration per occurrence and average duration per occurrence (sec)*	
Work with a clearly visible awkward trunk position (>30°)		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec sec</p> <p>..... sec sec</p> <p>..... sec sec</p> <p>Average duration per occurrence: sec</p>	<p>Position often maintained for more than 1 minute? YES/ NO</p> <p>Position often occurs more than twice a minute? YES/ NO</p>
Work with the trunk in a clearly visible rotated position (rotation of the shoulders relative to the hips), sitting or standing		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec sec</p> <p>..... sec sec</p> <p>..... sec sec</p> <p>Average duration per occurrence: sec</p>	<p>Position often maintained for more than 1 minute? YES/ NO</p> <p>Position often occurs more than twice a minute? YES/ NO</p>

* the duration per occurrence of a posture, can be more than 1 minute. In that case, the frequency of that posture is 1 time per minute or less (1 time each 5 minutes for example is 0,2 times per minute).

Step 4. Bending and twisting of the neck and Step 5. Upper arm elevation

If certain positions occur very frequently and each occurrence is relatively brief, we advise you to observe these positions in greater detail using the table below to determine the frequency and duration more precisely. Indicate your observations of the average frequency per minute and the average duration per occurrence and copy these values in the webversion of WRAP in step 4/5-form for recordings. The 'total duration per day' and 'continuous duration' will then be calculated automatically and the corresponding score will be filled in under step 4/5.

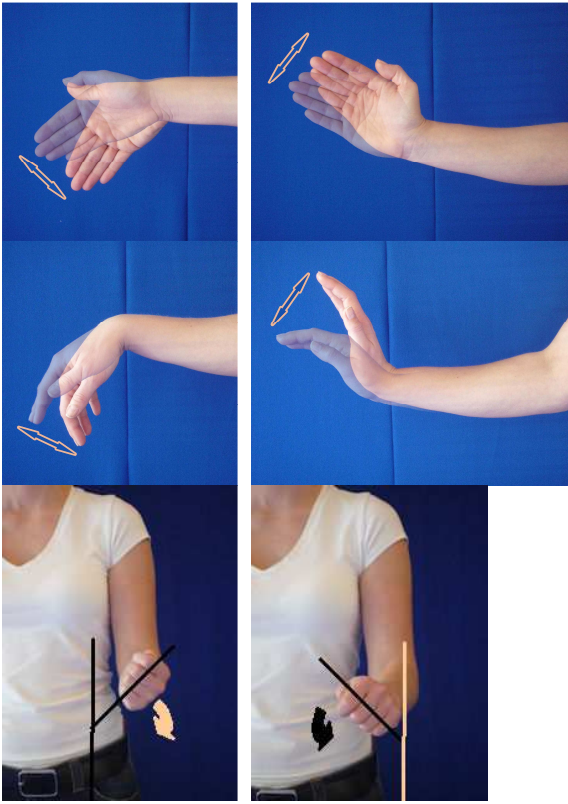
Postures		Keep a tally of how often a posture occurs during 1 minute* (and repeat several times)	Duration per occurrence and average duration per occurrence (sec)*	
Work with the neck visibly bent – forwards OR backwards – so as to make an angle of more than 20 degrees with the neutral position		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec</p> <p>..... sec</p> <p>..... sec</p> <p>Average duration per times: sec</p>	<p>.... sec</p> <p>.... sec</p> <p>.... sec</p>
Work with the neck visibly twisted and at the same time bent – forwards OR backwards – so as to make an angle of more than 20 degrees with the neutral position		<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec</p> <p>..... sec</p> <p>..... sec</p> <p>Average duration per times: sec</p>	<p>.... sec</p> <p>.... sec</p> <p>.... sec</p>

Postures	Keep a tally of how often a posture occurs during 1 minute* (and repeat several times)	Duration per occurrence and average duration per occurrence (sec)*												
Work with a clearly visible elevated upper arm (elevated by more than 30 degrees to the front or the side, and without support for the upper arm)		<table border="0" style="width: 100%; text-align: center;"> <tr> <td>.... times per minute</td> <td>..... sec</td> <td>.... sec</td> </tr> <tr> <td>.... times per minute</td> <td>..... sec</td> <td>.... sec</td> </tr> <tr> <td>.... times per minute</td> <td>..... sec</td> <td>.... sec</td> </tr> <tr> <td>Average times/min</td> <td colspan="2">Average duration per times: sec</td> </tr> </table> times per minute sec sec times per minute sec sec times per minute sec sec	Average times/min	Average duration per times: sec	
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Step 6. Polshouding

If certain positions occur very frequently and each occurrence is relatively brief, we advise you to observe these positions in greater detail using the table below to determine the frequency and duration more precisely. Indicate your observations of the average frequency per minute and the average duration per occurrence and copy these values in the webversion of WRAP in step 6-form for recordings. The 'total duration per day' and 'continuous duration' will then be calculated automatically and the corresponding score will be filled in under step 6.

Postures	Keep a tally of how often a posture occurs during 1 minute* (and repeat several times)	Duration per occurrence and average duration per occurrence (sec)*	
<p>Work with a clearly visible extreme wrist position (bent by more than 30 degrees to the front or the side, and without support for the upper arm)</p> 	<p>.... times per minute</p> <p>.... times per minute</p> <p>.... times per minute</p> <p>Average times/min</p>	<p>..... sec sec</p> <p>..... sec sec</p> <p>..... sec sec</p> <p>Average duration per times: sec</p>	<p>Position often maintained for more than 1 minute? YES/ NO</p> <p>Position often occurs more than 15 times a minute? YES/ NO</p>

* the duration per occurrence of a posture, can be more than 1 minute. In that case, the frequency of that posture is 1 time per minute or less (1 time each 5 minutes for example is 0,2 times per minute).