Ergonomics principles in the design of work systems (ISO 6385:2016)



EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

See Eesti standard EVS-EN ISO 6385:2016 sisaldab Euroopa standardi EN ISO 6385:2016 ingliskeelset teksti.	This Estonian standard EVS-EN ISO 6385:2016 consists of the English text of the European standard EN ISO 6385:2016.		
Standard on jõustunud sellekohase teate avaldamisega EVS Teatajas	This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.		
Euroopa standardimisorganisatsioonid on teinud Euroopa standardi rahvuslikele liikmetele kättesaadavaks 05.10.2016.	Date of Availability of the European standard is 05.10.2016.		
Standard on kättesaadav Eesti Standardikeskusest.	The standard is available from the Estonian Centre for Standardisation.		

Tagasisidet standardi sisu kohta on võimalik edastada, kasutades EVS-i veebilehel asuvat tagasiside vormi või saates e-kirja meiliaadressile <u>standardiosakond@evs.ee</u>.

ICS 13.180

Standardite reprodutseerimise ja levitamise õigus kuulub Eesti Standardikeskusele

Andmete paljundamine, taastekitamine, kopeerimine, salvestamine elektroonsesse süsteemi või edastamine ükskõik millises vormis või millisel teel ilma Eesti Standardikeskuse kirjaliku loata on keelatud.

Kui Teil on küsimusi standardite autorikaitse kohta, võtke palun ühendust Eesti Standardikeskusega: Aru 10, 10317 Tallinn, Eesti; koduleht <u>www.evs.ee</u>; telefon 605 5050; e-post <u>info@evs.ee</u>

The right to reproduce and distribute standards belongs to the Estonian Centre for Standardisation

No part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, without a written permission from the Estonian Centre for Standardisation.

If you have any questions about copyright, please contact Estonian Centre for Standardisation:

Aru 10, 10317 Tallinn, Estonia; homepage www.evs.ee; phone +372 605 5050; e-mail info@evs.ee

EUROPEAN STANDARD

NORME EUROPÉENNE

EUROPÄISCHE NORM

October 2016

EN ISO 6385

ICS 13.180

Supersedes EN ISO 6385:2004

English Version

Ergonomics principles in the design of work systems (ISO 6385:2016)

Principes ergonomiques de la conception des systèmes de travail (ISO 6385:2016)

Grundsätze der Ergonomie für die Gestaltung von Arbeitssystemen (ISO 6385:2016)

This European Standard was approved by CEN on 16 July 2016.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.



EUROPEAN COMMITTEE FOR STANDARDIZATION COMITÉ EUROPÉEN DE NORMALISATION EUROPÄISCHES KOMITEE FÜR NORMUNG

CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels

European foreword

This document (EN ISO 6385:2016) has been prepared by Technical Committee ISO/TC 159 "Ergonomics" in collaboration with Technical Committee CEN/TC 122 "Ergonomics" the secretariat of which is held by DIN.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by April 2017, and conflicting national standards shall be withdrawn at the latest by April 2017.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN ISO 6385:2004.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

Endorsement notice

The text of ISO 6385:2016 has been approved by CEN as EN ISO 6385:2016 without any modification.

word		iv
ductio	n	v
Scop	e	1
Tern	ns and definitions	2
Desi	gning work systems	4
3.1		
3.4		
3.5		
3.6		
	3.6.2 Design of work organization	8
3.7	3.6.7 Design of workspace and workstationRealization implementation adjustment verification and validation	10 12
	· · · · · · · · · · · · · · · · · · ·	
4.1	General	12
4.2		
4.3 4.4		
4.5	Usability	14
		5
	3.7 Evalue 4.1 4.2 4.3 4.4 4.5 4.6 4.7	Scope Terms and definitions Designing work systems 3.1 General principles 3.2 Work system design process 3.3 Formulation of goals (requirements analysis) 3.4 Analysis and allocation of functions 3.5 Design concept. 3.6 Detailed design (or development) 3.6.1 General. 3.6.2 Design of work organization 3.6.3 Design of work tasks 3.6.4 Design of jobs 3.6.5 Design of work environment 3.6.6 Design of work equipment and interfaces. 3.6.7 Design of workspace and workstation 3.7 Realization, implementation, adjustment, verification and validation Evaluation and monitoring 4.1 General 4.2 Health and well-being 4.3 Safety 4.4 System performance 4.5 Usability 4.6 Cost-benefit

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: Foreword - Supplementary information.

The committee responsible for this document is ISO/TC 159, *Ergonomics*, Subcommittee SC 1, *General ergonomic principles*.

This third edition cancels and replaces the second edition (ISO 6385:2004), which has been technically revised with the following changes:

- terms were aligned with the terms given in ISO 26000:
- <u>3.2</u>, <u>3.7</u> and <u>Clause 4</u> have been technically revised;
- life cycle of a work system was introduced in 3.2;
- principle of adjustment was added to 3.7 and validation replaced by verification;
- new subclause on conformity was added to <u>Clause 4</u>;
- examples were added in several clauses.

Introduction

Technological, economic, organizational and human factors affect the work behaviour and well-being of people as part of a work system. Applying ergonomic knowledge in the light of practical experience in the design of a work system is intended to satisfy human requirements.

This International Standard provides a basic ergonomic framework for professionals and other people who deal with the issues of ergonomics, work systems and working situations. The provisions of this International Standard will also apply to the design of products for use in work systems.

Following the principles and requirements described in this International Standard will support management in making better decisions, for instance related to the sustainability of investments in work system innovation.

In the design of work systems in accordance with this International Standard, the body of knowledge in the field of ergonomics is taken into account. Ergonomic evaluations of existing or new work systems will show the need for, and encourage attention to, the role of the worker within those systems.

ISO 26800 provides a general starting point for thought on ergonomics and determines the essential general principles and concepts. This International Standard presents these in the context of the design and evaluation of work systems.

dat rocess This International Standard is also valuable in the application of management systems such as OHSAS 18001. Besides guidelines for processes, it also offers guidance for achieving good human performance.

Ergonomics principles in the design of work systems

1 Scope

This International Standard establishes the fundamental principles of ergonomics as basic guidelines for the design of work systems and defines relevant basic terms. It describes an integrated approach to the design of work systems, where ergonomists will cooperate with others involved in the design, with attention to the human, the social and the technical requirements in a balanced manner during the design process.

Users of this International Standard will include executives, managers, workers (and their representatives, when appropriate) and professionals, such as ergonomists, project managers and designers who are involved in the design or redesign of work systems. Those who use this International Standard can find a general knowledge of ergonomics (human factors), engineering, design, quality and project management helpful.

The term "work system" in this International Standard is used to indicate a large variety of working situations, including permanent and flexible work places. The intention of this International Standard is to assist in the improvement, (re)design or change of work systems. Work systems involve combinations of workers and equipment, within a given space and environment, and the interactions between these components within a work organization. Work systems vary in complexity and characteristics, for example, the use of temporary work systems. Some examples of work systems in different areas are the following:

- production, e.g. machine operator and machine, worker and assembly line;
- transportation, e.g. driver and car or lorry, personnel in an airport;
- support, e.g. maintenance technician with work equipment;
- commercial, e.g. office worker with workstation, mobile worker with a tablet computer, cook in a restaurant kitchen;
- other areas like health care, teaching and training.

The observance of ergonomic principles applies to all phases throughout the life cycle of the work system from conception through development, realization and implementation, utilization, maintenance and support to decommissioning.

The systems approach in this International Standard gives guidance to the users of this International Standard in existing and new situations.

The definitions and ergonomic principles specified in this International Standard apply to the design of optimal working conditions with regard to human well-being, safety and health, including the development of existing skills and the acquisition of new ones, while taking into account technological and economic effectiveness and efficiency.

The principles in this International Standard are applicable to many other human activities, e.g. in the design of products for domestic and leisure activities. A more general description of the principles in this International Standard can be found in ISO 26800.

NOTE 1 This International Standard is considered to be the core ergonomic standard for work systems from which many others on specific issues are derived.

Note 2 Although elements of the system can be the same, this International Standard is not intended to be applied to systems used in a non-work context (e.g. the use of a vehicle for private purposes).