

## THE PROBLEM OF ORGANIZING THE WORKPLACE AT THE ENTERPRISE

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### ARTICLE INFO.

#### **Key words:**

Labor productivity, efficiency, workplace organization, ergonomics.

### Abstract

The organization of the workplace at the enterprise is one of the main factors influencing the social and economic efficiency of the enterprise. Organization of the workplace consists of a number of activities that allow you to provide the necessary conditions for highly productive and safe work of employees in the workplace, increase the content and attractiveness labor, to preserve the health of workers. Full and complete equipment of the workplace contributes to the increase in the efficiency and quality of the organization of the work process.

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Proper organization of the workspace provides favorable working conditions for employees, allows you to get rid of unnecessary actions and speed up the production process, as well as reduces the risk of equipment breakdown and increases the efficiency of staff. Due to the peculiarities in the production process and the difference in the forms of labor, workplaces have certain specifics, which sets the task for the management of the enterprise to ensure working conditions that meet all established standards and requirements. The state of the workplace determines the level of organization of labor at the enterprise and affects the environment in which activities are carried out, as well as the efficiency, mood, and well-being of employees. These factors ultimately affect labor productivity. The rational organization of the workplace allows to improve the quality of the production environment, increase satisfaction from the results of work and the efficiency of the organization's employees.

The organization of the workplace is a set of measures that provide the necessary conditions at the workplace for highly productive and safe labor of workers, the production of high quality products, as well as the most complete use of equipment, increasing the content and attractiveness of labor, and maintaining the health of workers [3].

The organization of the workplace depends on such aspects as the level of technical equipment of labor, the features of the technological process, the degree of division of labor. Important are the economic and ergonomic requirements of the organization of work.

The work should be organized in such a way that the staff is comfortable in these conditions, so that there is interaction between the structural divisions of the organization, and also contributes to the maximum use of the company's potential.

In accordance with the technical requirements and specifics of the enterprise, workplaces are equipped with modern equipment, technological equipment, necessary instrumentation and mechanisms to improve activities. All of the above applies to the layout of the workplace, which is divided into internal and external.

The external layout is the expedient placement of the main and auxiliary equipment, inventory and organizational equipment at the workplace. Rational external planning includes: ensuring minimal trajectories for moving objects, reducing unnecessary labor movements; reduction in the number of tilts and turns of the worker's body; economical use of production space.

The internal layout of the workplace is the appropriate placement of technological equipment and tools, the correct arrangement of parts in the workplace. The internal layout should provide a comfortable posture, non-fatiguing labor movements, uniform and simultaneous performance of labor movements with both hands.

Ergonomics is at the heart of the organization of the workplace. Ergonomics highlights the employee with his requirements and requests, including work motivation, working conditions and environment, team relationships, etc. The goal of ergonomics is to provide the necessary conditions for the organization of the production process at each workplace in such a way as to obtain maximum productivity while respecting the principles of economy of movement and reduction of fatigue.

The organization of the workplace is regulated by international standards, the Labor Code of the Russian Federation, Orders of the Ministry of Health and Social Development of the Russian Federation, Decrees of state bodies on labor, industry rules for labor protection, intersectoral rules for labor protection, state sanitary and epidemiological rules and regulations, building codes, etc.

To determine the rational organization of the workplace, a special assessment of working conditions and the identification of the impact of adverse factors are carried out.

It follows from this that any workplace must be absolutely safe for the employee, and must comply with all labor protection requirements, including hygiene requirements, anthropometric requirements, physiological and psychophysiological requirements.

In more detail, the ergonomic requirements that must be met without fail are indicated in the table.

**Table - Ergonomic requirements for the organization of the workplace**

No.	Requirements	Characteristics
one	Hygienic	Determine the working conditions of employees: - lighting; - noise and vibration level; - air temperature; - harmfulness; - humidity; - other
2	Anthropometric	Ensure that equipment and tools are appropriate for a particular worker: - freedom of movement and the possibility of movement;

		- postures of the worker; - length, height, width of equipment and machinery
3	Psychophysiological	Contribute to the perception and processing of information: - impact on the psyche; - influence on the nervous system and the human body

To maintain the workplace in an efficient state, it is necessary to improve a set of measures and develop ways to improve the organization of workplaces.

Activities should be developed in the following areas:

- technical equipment of workplaces;
- technical support and maintenance of equipment;
- scheduled preventive maintenance of equipment;
- Creation of teams, cooperation and specialization of activities;
- optimization of working conditions and environment;
- Development of a regime of work and rest.

The first stage in this process is the equipping of the workplace, which consists in equipping the workspace with the necessary tools, equipment, technical and organizational adaptation. Then comes the planning stage, i.e. appropriate placement of this equipment and tools in the workspace, in addition, the placement of the employee himself in this space is implied. Further, maintenance is the provision of this workplace with means and objects of labor. This stage implies timely communication of tasks and goals to employees, uninterrupted supply of necessary materials and equipment, as well as repair work. The fourth stage is the rationalization of the workplace. The complex of measures is completed by a special assessment of the working conditions of the workplace.

Thus, the organization of jobs is an important stage in the labor activity of the enterprise. The employer is obliged to organize workplaces in his company in this way, as well as to plan it, rationalize and carry out a special assessment of working conditions in order to monitor the entire situation in the company. In addition, the organization of the working space must comply with all norms and requirements in order to ensure the safest and most comfortable working conditions. Competent organization of the place of work allows you to ensure the uninterrupted efficient functioning of all available resources, increases the efficiency of employees, increases labor productivity. The consequence of this is an increase in the efficiency of socio-economic activity.

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