



Evaluating Risks in Growing Occupations Inc.

Tel: (705) 436-4504 Fax: (705) 436-4619 Web Site: www.ergoconsulting.net Email: downey@ergoconsulting.net

SPRING 2008 – ERGONOMIC WORKSHOPS

REGISTRATION FORM

3 Easy Ways to Register

Register online at www.ergoconsulting.net

Fax in Registration Form: (705) 436-4619

Phone in Registration: (705) 436-4504

Please check the course(s) you will be attending:

- FREE** 2 hour seminar – Understanding Ontario’s MSD Prevention Guideline Date to be determined
- Full Day - Workstation Ergonomics – Preventing MSDs in an Office May 5, 2008
- Full Day – MSD Prevention and Ergonomic Hazard ID & Assessments May 6, 2008

All courses will be held in Barrie, ON

Please clearly provide us with all of the following information:

Name / Title: _____

Company: _____

Address: _____

Postal Code: _____

Phone: _____

Fax: _____

Email: _____

Cost per full day course = \$595.00 / person	# courses X \$595	=	_____
Discount (10% of total) if applicable		=	_____
(Lunch is included with full day courses)	Subtotal	=	_____
	Taxes (5% GST)	=	_____
	TOTAL	=	_____

10 % discount for registering for more than one course for 3 or more registrations from the same company for any one course or for registering and paying 30 days in advance.

Confirmation of registration and details on the seminar location and time will follow your registration.

Full payment is required in advance of seminar. Please mail a cheque or money order (we do not accept credit card) made payable to **ERGO** to the following address: 1889 Innisbrook St., Innisfil, ON L9S 5A3.

Cancellation and Refund Policy: Refunds will be given for cancellations received 2 weeks prior to course date subject to an administration fee of \$100.00 + GST. If you register & do not attend you are liable for the full registration fee. ERGO Inc. reserves the right to change the content and/or the location without further notice.

Thank-you! We look forward to seeing you at the Seminar.

Consulting & Training in Occupational Ergonomics, Health & Safety

- ✉ Ergonomic Assessments
- ✉ Physical Demands Assessments
- ✉ Occupational Health & Safety
- ✉ Ergonomic Program Development
- ✉ Ergonomic Training Workshops
- ✉ Injury Management
- ✉ Workstation Design
- ✉ Return to Work Programs



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WORKSTATION ERGONOMICS – PREVENTING MUSCULOSKELETAL DISORDERS IN AN OFFICE – MAY 5, 2008 (FULL DAY) – BARRIE, ON

Course Content:

This practical hands-on workshop will teach participants to perform ergonomic assessments – offices, health care, public service jobs and other common workstations will be reviewed (bring you own examples to be reviewed).

Introduction to Ergonomics and What is new in Office Ergonomics

Ergonomic Legislation –

CSA Guidelines for the Office and Computer User, BIFMA Ergonomic Guidelines, Others

Musculoskeletal Disorders (MSDs)

- ✓ Ergonomic Workplace Risk Factors – use a checklist to identify common risk factors in office workstations

General Workstation Set Up Guidelines

- ✓ Working Heights, reaches, anthropometrics

Visual Display Terminals

- ✓ Ergonomic hazards – posture, lighting
- ✓ How to position the monitor
- ✓ What is new in monitor design

Keyboards

- ✓ Ergonomic hazards - posture, repetition
- ✓ How to position the keyboard
- ✓ What is new in keyboard design

The Mouse

- ✓ Ergonomic hazards - posture, force, repetition
- ✓ How to position your mouse
- ✓ Options for mouse use and what is new for control options

Chairs

- ✓ Problems associated with sitting, the anatomy of the spine and sitting
- ✓ How to properly adjust your chair
- ✓ Selecting a good workstation chair

Other Issues

- ✓ Environmental Issues - lighting, noise, air quality
- ✓ Office equipment - filing, machines

Ergonomic Evaluation of Work Area – Conduct an Office Ergonomic Evaluation

- ✓ Arranging your workstation to fit your needs

Case Studies and Participant Examples

All participants will receive a **detailed participant manual** with all Ergonomic Assessment forms and the course presentation. They will also receive a **course certificate** upon successful completion of this course.

“ Good use of time and packed full of information. Practical course.”
Grant Penny, Tenocation

“ Great course! Very informative – you are a wonderful teacher and speaker.”
Catherine Campese, Humber River Hospital

“Alex was enthusiastic about material and very welcoming to comments and questions. Good Resources given.”
Laura Villeneuve, The Ottawa Hospital

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MUSCULOSKELETAL DISORDER (MSD) PREVENTION & ERGONOMIC HAZARD IDENTIFICATION & ASSESSMENTS – MAY 6, 2008 (FULL DAY) – BARRIE, ON

Course Content:

This practical hands-on workshop will give you the skills and knowledge you need to perform an ergonomic hazard analysis. You will be able to identify ergonomic risk factors, compare them to guidelines and develop engineering and administrative solutions to help minimize injury risk.

Types of Musculoskeletal Disorders related to manual work – what causes injury

Tissue tolerance vs. work demand MSD model

Ergonomic legislation – standards and guidelines

- ✓ The MSD initiative in Ontario
- ✓ Manual material handling guidelines – the Snook tables
- ✓ Upper limb guidelines – ANSI draft, 1993 draft standards

“Excellent. Most useful - Snook tables, video’s and discussion”
Catherine Forster, Kinesiologist

Ergonomic Workplace Hazard Identification – practical exercise

- ✓ Identifying RSI hazards in a task – how to do this?
- ✓ Identifying, measuring and quantifying force, repetition and awkward postures
- ✓ Use an ergonomic hazard identification checklist to identify hazards (use videotaped task)

Ergonomic Risk Assessment – practical exercise

- ✓ Compare hazards identified to standards to determine severity of hazards
- ✓ Manual Material Handling ergonomic risk assessments (Snook, NIOSH, others) – evaluate lifting tasks
- ✓ Upper Limb risk assessments (ANSI, RULA, others) – evaluate hand intensive tasks

Ergonomic Workstation Design and Set Up

- ✓ Using Anthropometrics to design industrial workstations
- ✓ Workstation design guidelines; including working heights, reaches, limits for reaching and bending
- ✓ Designing for populations – males vs. females, sizes, right vs. left handed etc.

Injury Prevention Strategies - Group work and presentation

- ✓ Develop injury risk reducing strategies
- ✓ Develop administrative vs. engineering options for injury reduction

Complete an ergonomic assessment from a videotaped task

“Very practical session, good relevant examples given”
Dave Scott, OPS Manager
Bombardier

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“This course was informative, easy to learn, and provided the committee with the essential tools to recognize and tackle ergonomic problems within this facility.”
Anthony Damiano
Health & Safety Coordinator
Manac

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CORPORATE SUMMARY

ERGO: Evaluating Risks in Growing Occupations Inc. has been providing companies with practical solutions to real Occupational Health, Safety and Ergonomics problems for over 12 years. Our efficient approach to problem solving has proven effective in reducing workplace injuries and their associated costs in industrial and office environments.

Some of our services include:

- ✓ In-depth ergonomic evaluations and risk assessments including:
 - Manual material handling assessments (NIOSH, Snook, BakPak,)
 - Upper limb risk assessments (Strain Index, RULA, ANSI standards)
- ✓ Development of ergonomic design solutions
- ✓ Ergonomic training programs including:
 - Ergonomic Awareness
 - RSI Prevention
 - Office Ergonomics
 - Back Care and Manual Material Handling
 - Ergonomics for Engineers
 - Ergonomics for Joint Health & Safety Committees
- ✓ Physical demands analyses
- ✓ Ergonomic machine and equipment design
- ✓ Workstation design
- ✓ Ergonomic program development
- ✓ Return to work programs
- ✓ Disability management
- ✓ Occupational health & safety audits - WSIB Workwell audit
- ✓ Hazard and task analyses
- ✓ Health & safety training programs including Part II Workplace Specific Hazard Training

We are committed to helping corporations and individuals achieve quality performance, on a consistent basis, through the implementation of performance enhancement strategies in the areas of Health & Safety and Ergonomics.

Visit our website www.ergoconsulting.net for further information.

Consulting & Training in Occupational Ergonomics, Health & Safety

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|--------------------------------|--------------------------------|--------------------------------|---------------------------------|
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ERGONOMIC SPECIALISTS / INSTRUCTORS

Consultants at ERGO Inc. have strong academic qualifications, as well as professional experience and skills in a broad range of areas related to kinesiology, biomechanics, physiology, human performance, research and training.

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Marnie Downey, Hons. B.Sc (Kin.), M.Sc., CCPE, C.K. is an Ergonomic Specialist and President of ERGO Inc. Marnie has earned a solid reputation as an expert in the field of Occupational Biomechanics and Ergonomics.

Marnie holds a Bachelor of Science Degree in Kinesiology from the University of Waterloo. She also holds a Masters of Science specialization in Occupational Ergonomics and Biomechanics also from the University of Waterloo. She is a full member with the Canadian Association of Ergonomists, a Certified Canadian Professional Ergonomist and a Certified Kinesiologist.

Marnie has international experience in ergonomics including ergonomic assessments, physical demands assessments, job re-design and training and education in both office and industrial environments. She has worked in Canada, the United States and Mexico and some of her recent work has been completed for The Ministry of the Solicitor General and Corrections Canada, Baxter Corporation, AlliedSignal Automotive, Dura Automotive, Bombardier Aerospace, Goodyear Canada, Rubbermaid Canada and Long Manufacturing.

Marnie is an active public speaker and motivator. She has presented at the American Industrial Hygiene Association in Washington, D.C., the Canadian Association of Ergonomists, the Canadian Society of Safety Engineering, the Industrial Accident Prevention Association National Health & Safety Conference, the Ontario Library Association, and several Chamber of Commerce and at the Canadian Society for Exercise Physiology.

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Marny Mason, Hons. B. Sc. (Kin.), CCPE, CK, RRP is a Certified Canadian Professional Ergonomist and a Certified Kinesiologist with ERGO Inc. She has over 10 years of experience in Clinical and Occupational Kinesiology.

Marny graduated from the University of Guelph with an Honours Degree in Kinesiology. Marny is a Certified Kinesiologist and a recognized Registered Rehabilitation Professional as well as a full member of the Association of Canadian Ergonomists.

She has a solid reputation in assisting employers in disability management through ergonomic assessments, physical demands assessments, and effective return to work programs. Her most recent work includes the Ontario Ministry of Agriculture Food and Rural Affairs, as well as the Ontario School Boards Co-Operative.

Marny is a recognized public speaker, presenting topics such as Providing Suitable Modified Work, Return to Work Programs, Physical Demands Analysis and Office Ergonomics.

Annie Snow, B.A., B.Sc. (Kin.), C.K., P.T.S. is an Ergonomic Specialist with ERGO Inc. Annie has over 10 years of experience in the fields of Personal Training, Ergonomics and Rehabilitation. Annie holds a Bachelor of Science degree in Kinesiology from Simon Fraser University, a Bachelor of Arts degree in Economics from Queen's University and is a Certified Kinesiologist and a Certified Personal Trainer.

As a Technical Analyst for the Employee and Workplace Health Services division of Healthcare Benefit Trust, Annie was involved in healthy workplace and ergonomic program development, implementation, and follow-up for several Long Term Care facilities. Annie has expertise in conducting ergonomic assessments, physical demands assessments, facilitating ergonomic planning sessions, facilitating education sessions and developing Ergonomic Programs. Annie has also worked extensively with injured and able individuals to improve functional strength and performance related to job demands, activities of daily living and extracurricular activities.

Alexandra Stinson, Hons. B.Sc. (Kin.), CK is an Ergonomic Specialist with over 5 years experience with ERGO Inc. Alexandra holds a Bachelor of Science Degree in Kinesiology from the Laurentian University where she specialized in Occupational Ergonomics in a mining environment and the Physiology of aging.

Alexandra has conducted ergonomic research in a variety of industries, including automotive manufacturing, pharmaceutical, warehousing, laboratories, foundries and office environments.

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Alexandra specializes in job demands analyses, ergonomic program development, ergonomic risk assessment and re-design. Some of her recent work has been completed for Molson Canada, Baxter Corporation, TRW Automotive, Alcoa Wheels, The Ministry of the Solicitor General, Parmalat Canada, Maple Leaf Pork and George Brown College.

Alexandra is also experienced at developing corporate fitness, stretching and wellness programs. She has developed and conducts post offer pre-employment physical testing programs for several of our industrial clients and Paramedics.

SOME OF OUR VALUED CLIENTS & PARTICIPANTS

- ✓ Baxter Corporation
- ✓ Bombardier Aerospace
- ✓ Alcoa Wheel Products
- ✓ Collins & Aikmans Plastics Ltd.
- ✓ Guelph Hydro
- ✓ Accuflex Industrial Tube
- ✓ Waterloo Catholic School Board
- ✓ The City of Orillia
- ✓ The Ministry of the Solicitor General
- ✓ Molson Breweries
- ✓ Markham Public Libraries
- ✓ Loblaw Companies
- ✓ Zochem
- ✓ Aventis Pasteur
- ✓ Manac
- ✓ Goodyear Canada
- ✓ Glueckler Metal Inc.
- ✓ Rubbermaid Canada
- ✓ The Ministry of Correctional Services
- ✓ Bridgepoint Health
- ✓ Faurecia Automotive Seating
- ✓ DURA Automotive
- ✓ Community Care Access Centre of York Region
- ✓ Parmalat Canada
- ✓ Algonquin Automotive
- ✓ Bruin Engineered Parts
- ✓ The YMCA of Greater Toronto
- ✓ Vallefoam Industries Ltd.
- ✓ John Deere
- ✓ Kindred Industries

“ I was very impressed with Marnie, a knowledgeable, enthusiastic presenter, Sensitive to the needs of the group. I now know how to adjust my deluxe chair to my deluxe body! I can also assist others. Great handouts to share with family for home computer use.”

Heather Hobbs
Case Manager
CCAC of York Region

“I really enjoyed the workshop. Alexandra was very knowledgeable and had such a nice disposition. She instilled how important it is to stand and stretch and do exercises with our hands and neck...”

Penatanguishene Mental Health Centre, Employee

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- ✓ Ventra Group Inc.
- ✓ Action Plus Physiotherapy
- ✓ AIM Health Group
- ✓ Watton Employment Services
- ✓ J&D Benefits
- ✓ Intier - Windo-Motion
- ✓ McKesson Canada
- ✓ The School Board Cooperative
- ✓ Backyard Products
- ✓ Accuflex Industrial Hose Ltd.
- ✓ Waterloo and Simcoe Muskoka Catholic District School Boards

“Excellent Seminar. Instructors were very friendly and open and easy to converse with. Packed full of information – will use it”

A. Beenen, Watton Employment Services

WHO SHOULD ATTEND

- ✓ Health & Safety Managers
- ✓ Human Resources Managers
- ✓ Engineers and Designers
- ✓ Maintenance
- ✓ Purchasing
- ✓ Quality Control
- ✓ Joint Health & Safety Committees
- ✓ Occupational Health Nurses
- ✓ Union and Health & Safety Representatives
- ✓ Ergonomic Committees
- ✓ Return to Work Coordinators and Committee members
- ✓ Disability Managers
- ✓ Kinesiologists
- ✓ Occupational Therapists and Physiotherapists
- ✓ Insurance Companies
- ✓ Anyone interested in learning more about Office Ergonomics

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