



taylor'd ERGO TIMES



Welcome, Roopa and Jasdeep!

We recently welcomed two new ergonomists, Roopa Segu and Jasdeep Grewal, to our team. We thought we'd introduce them, while thinking about the "ergonomists' ergonomics"

Ergos on Ergo

Jasdeep, on choosing suitable equipment

As a new ergonomist at Taylor'd Ergonomics, I was asked to select the type of carrying bags that I would use to transport all the necessary equipment between clients and our head office. The weight of the laptop, accessories and other equipment can add up quite quickly. Here is how I am trying to minimize the wear and tear on my body when transporting equipment:



- I remove unnecessary items whenever possible
- I chose a carrying case on wheels when travelling with all of my equipment
- I use a backpack with padded shoulders when travelling light, or when I need more than one bag.
- I minimize the weight of my files by utilizing a tote in the trunk of my car instead of carrying all of my files, every day.
- I use proper lifting techniques when I have to lift the carrying case in and out of my car (as shown).
- I am trying to stay organized and plan ahead while traveling between clients.

In the photo above, Jasdeep is "diverting the load" through her knee, using one of 15 lifting tips techniques that we teach in our "Lifting Tips" workshop. Call our office or check our website at www.taylordergo.com for info on our workshops!

Jasdeep brings 8 years of ergo experience in aircraft manufacturing and auto assembly, as well as a B.Sc. (Hon.Kin.) and an MBA, to our team. She is based in Mississauga, and will be taking care of our GTA clients.

Our mission:

Inspiring, building, and supporting partnership between your organisation and our innovative team to advance ergonomics excellence.

Our team:

Carrie Taylor Van Velzer
M.Sc., CCPE, CPE
Principal Ergonomist

Karen Hoodless
M.Eng., CCPE, CPE
Operations Manager/Ergonomist

Annie Barnwell
M.Sc., CCPE
Ergonomist, London, ON

Andrew Strathearn
B.Sc.(Hon.Kin.), AE Candidate
Ergonomist, Ayr, ON

Roopa Segu
MSc. (Ergonomics)
Ergonomist, Ayr, ON

Jasdeep Grewal
MBA, B.Sc.(Hon.Kin.), AE
Ergonomist, Mississauga, ON

All of our ergonomists are members of:





Roopa, on finding ways to move throughout the day

When sitting in the office, I try to take opportunities to get up and walk around, even if it is to throw out the garbage, refill water or get a coffee. I also try to stretch and change postures at the workstation – you can stretch even while seated. Getting up to stand or walk short distances is good for changing your perspective on an analysis problem, allowing you to look at things from a refreshed

Roopa completed her undergraduate degree at McMaster, and her Master of Science degree in Ergonomics at Loughborough in England. She has experience in auto assembly, and is quickly becoming versed in manufacturing. She is based in Ayr.



viewpoint. Every 20 minutes or so, I try to look away from the computer screen for a few minutes to give my eyes a break. When working in a new office, I clear the desk surface so that I can arrange my things appropriate to my reach. At lunch time, I try to walk around, especially if I know I will be sitting all afternoon. When I know I'll have work that requires lots of walking around and being on my feet, I try to plan it in intervals where I can alternate between sitting and standing/walking. And I try to stay hydrated!

Call our office at 519 632 5103 for pricing on our stretching poster and seminars!



Andrew, on setting up a mobile office
My office space changes daily when visiting various work sites. Being 6 feet tall, not all sizes and shapes of equipment fit me well. Some tables are too high while some chairs are low, and some don't offer any lumbar support. Working from a laptop places the display screen lower than ideal. Even though it may not fit initially,

modifications can be made:

- I adjust the seat height as best as possible. If I have to use stacking chairs and they are too low, I sit on two.
- I roll up a towel or jacket for a lumbar support.
- Raise the laptop with a binder or stacks of paper to bring the top of the screen to eye level.
- I use an external keyboard to avoid reaching.
- I use an external mouse (and try left handed mousing, or alternating right and left hands) to reduce awkward wrist postures associated with using the touch pad.

Also, taking regular breaks to relieve static postures and to increase blood flow, decreases my risk of developing an MSD. A short walk and some light stretches does the trick.

For information on our office ergo workshop, seminars, or an office ergo assessment, please contact our office. Registration info for our November 21 Office Ergo workshop can be found on the back page of this newsletter.



Annie, on carrying equipment to/from clients
I have divided my equipment into two bags to split the load; this allows me to wear one bag on my back and pull the other. I use a backpack for my laptop, cables, mouse, agenda and lunch (weight = 7 kg). I use a roller bag to hold data collection equipment, writing supplies, PPE, data collection worksheets and reference materials (weight = 10 kg). The roller bag is only lifted in and out of my car (I have a hatchback trunk which helps), and up and down stairs for some clients. I carry my roller bag **up** stairs in my left hand and **down** stairs in my right hand, to balance the demands between both sides of my body. Using the backpack as my "second" bag leaves one hand free for the handrail.

For information on manual handling assessments (such as lifting our bags, or setting an acceptable bag weight) please call Carrie at 519 632 5103.

Karen, on why she loves her car
I chose my car in order to optimize my comfort while travelling to, from, and for work. My car seat has adjustment features similar to an office chair, including height-adjustable seat and

About the newsletter...

Your address: If your mailing address is incorrect, please let us know by emailing (info@taylordergo.com or faxing (519 632 7469) a correction. We'll enter you into a sweatshirt draw. Congrats to Cathy Hale of Waterloo North Hydro, who earned a shirt this month.

Electronic: We're happy to send you a hard copy if you prefer to read it on paper, but we also distribute the newsletter electronically. You can also download it from our website at www.taylordergo.com Just let us know your preference!

After you've read it: Please send the newsletter along to a colleague, post it on your safety board, take it home for your family, or leave it in your lunch room. When everyone is done with it, please recycle!



backrest. The car seat position slides to accommodate me or my 6' husband. The lumbar support is also depth-adjustable. The seat cover is seamless, so there is no contact stress on the underside of the thighs. My steering wheel is aligned with the centre of my seat, and it is also angle-adjustable. The leg well includes an angled footrest for the left foot, which is positioned at the same distance as the accelerator, so I am always sitting symmetrically. My accelerator pedal is in line with my right hip. The dash lighting is brightness adjustable, for less glare during night time (or early morning) driving. My passenger doors slide

instead of swing open, so I have easier access to my back seat while parked in the garage. My car stereo has the volume adjustment located on the steering wheel. My shift stick is located above and forward of my seat pan, within easy reach (approximately elbow level – not reaching down or back to shift). I have a hands-free phone connection, and I can even answer or disconnect phone calls using a control on the steering wheel. The second row seats are also slide-adjustable for more leg/storage room behind front seat, or easy access to rear seats (climb in/out of). The car has big windows for great forward, side and rear views. It also has a hatch back for easy access to load/unload (approximately 48 cm high, which means that I don't have to lift as high as I would to load the trunk of a car). I have lots of storage compartments for everything (glasses, mints, phone, coffee cup, etc.). And of course, the car has power everything (windows, mirrors), and, most importantly, air conditioning for when I'm stuck in traffic. I take off my coat during long trips to reduce the bulkiness and for a little more freedom of movement. I also wear flats during long distance drives and change into dress shoes or work boots once I get to where I'm going.

Free Ergo Speaker

If your professional association is looking for a speaker on an "ergo" topic, please contact Carrie in our office. We would be happy to come out to speak with your colleagues! (Of course, we're hoping that some of them might be interested in asking some questions about our services after the presentation.) If you are within an hour radius of one of our offices, we can probably come at no charge!

Call us at 519 632 5103 for a quote for a driver ergo assessment/adjustment, or for info on our Driver Ergo workshop.



Carrie, on her sit and stand work stations

I am in the office more often than I'm out working with clients, so I spend a lot more time at my computer than most of our ergonomists. When we moved to our Ayr office in 2003, I purchased a sit/stand workstation, and I try to stand as much as I can. I have an L-shaped workstation, with a seated height desk on the left, and a standing height desk on the right. I still prefer to sit for some tasks, like reading paper or proofreading reports, but I aim to spend at least half of my day standing, because it's better for my body. I use a laptop, so I can easily move it between my sitting and standing work stations. (In hindsight, an electric height adjustment would have been a good investment, but I do still adjust the height of the standing station to accommodate whatever crazy heels or flats I've chosen to wear that day! A quickly-adjustable table would have allowed me to keep my laptop on the same surface all day.)

To learn more about sit-stand workstations and designing optimum working heights, join us for our "Ergo Design" workshop. Email us at info@taylorergo.com for more info.



Ergo Jumble (a many-syllabled puzzle)

Unjumble the words below, revealing the letters that can then be unjumbled to fill in the very important missing word in this definition:

Ergonomics is the scientific discipline concerned with the understanding of interactions among humans and other elements of a system, and the profession that applies theory, principles, data and methods to design in order to optimize _____ well-being and overall system performance.
International Ergonomics Association

The sciences that are studied by an ergonomist include:

HNRROOYPAMETT _____

SUNDITRIL _____ design

INGKESYLIOO _____

IBOMSECCHAIN _____

NIIFOMARONT _____ _____ design

AECCAHNMIL _____ _____ engineering

GHYSYLIPOO _____

GSHOOCLYPY _____

TINIDUASLR _____ engineering



Return to Work (aka "Demands-Abilities Evaluation") November 14, 2012

This one-day session will allow you to effectively bring injured workers back to work (or, better yet, help them to stay-at-work).

You will learn to:

- Understand the importance of **early and safe return-to-work (RTW)**
- Identify when and where **physical demands descriptions** should be used, and how to interpret and extract the relevant information, including discriminating between "**essential**" and non-essential duties
- Interpret the WSIB's "**Functional Abilities Form**" and other return-to-work documents, including specific terminology
- Communicate** with Health Care Providers when necessary, in order to clarify ambiguous work restrictions
- Evaluate** the match between the restricted worker and several jobs, using case study examples
- Develop **accommodations** in order to modify a job to meet a worker's capabilities
- Write a concise demands-abilities evaluation (return-to-work) **report**

Office Ergo (MOVED TO AYR (CAMBRIDGE)), November 21, 2012

This one-day session will allow you to identify ergo issues at office work stations, and develop cost-effective recommendations to address them.

You will learn to:

- Adjust a chair** to optimise employee comfort and productivity
- Optimise keyboard, mouse, desk, shelf, document and monitor heights**
- Identify where **sit/stand work stations** are appropriate, and how to use them
- Conduct a "**desktop inventory**" and organise a work space
- Optimise **work practices**, using work pacing, ambi-dextrous habits, stretch breaks, and "dump the junk" habits
- Minimise visual concerns, by optimising **viewing distance, lighting, glare, screen parameters, and eye care**
- Identify when "**ergo appliances**", such as wrist rests, wrist supports, head sets, ergo mice, and laptop accessories are appropriate
- Design new offices and work stations with consideration of **efficiency, noise, temperature and traffic flow**
- Use the "Office Ergo Quick Reference" (**checklist**)
- Identify when and how to **get help** from an ergonomist or other professional

To register, complete and fax this page to 519 632 7469, with your purchase order number, or mail it with a cheque to Taylor'd Ergonomics, Box 1107, Ayr, ON N0B 1E0. Your registration will be **confirmed by fax or email, 1-2 weeks before the course**. Register early, as space is limited. We do not accept credit card payment. Cancellations within one week of the workshop will be subject to a \$100 charge, although substitutions are welcome at any time.

Name(s): _____

Company: _____

Phone: _____

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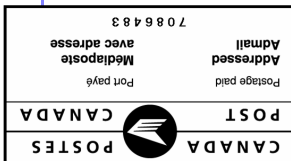
P.O.# _____ (if no PO, please send cheque with registration)

Please register me for the:

Return to Work course on Nov 14, \$350+hst

Office Ergo course on Nov 21, \$375+hst

HST#89765 6377



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Post Office Box 1107
1400 Northumberland Street
Ayr, Ontario N0B 1E0
phone (519) 632-5103
fax (519) 632-7469
web page: www.taylordergo.com
email: info@taylordergo.com