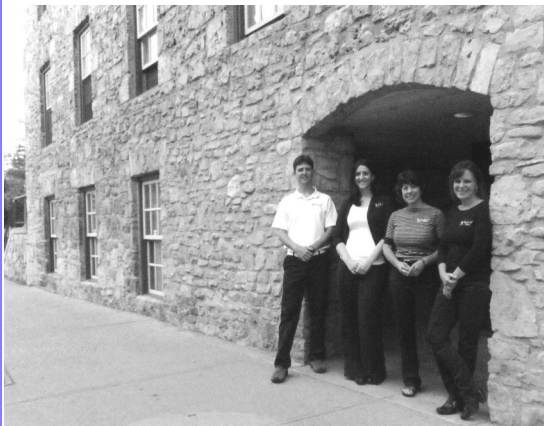




taylor'd

ERGO TIMES



We've moved!

After 10 years in the Ayr Farmer's Mutual building, we've moved to the city. We are settling into our new office and training facility at 38 Water Street South, in the "Galt" part of Cambridge. The building was originally a woolen mill, and we love the stone exterior and deep windowsills. It's nice to have access to lots of lunch options, and nice walking routes along the Grand River. We hope you'll join us for a course in the fall. (See the back page for registration details.)

Why use Taylor'd instead of hiring an ergonomist?

A couple of our long-term clients recently decided to hire full-time staff ergonomist. We were disappointed, but it did give us time to think about when clients should hire their own, and when they should keep us around. (We were pleased that demand for ergo services had finally exceeded our capacity, even at 2 days per week....but disappointed nonetheless.)

Here is our list of "when to bring Taylor'd Ergo in to manage your ergo program":

- We offer, collectively, over 50 years of experience. And we really mean *collectively*. We meet for a full day, every two weeks, to review and brainstorm. In addition, all reports are reviewed by a senior ergonomist.
- Your company doesn't need to increase its headcount, and you have no overhead costs associated with benefits, vacation, sick days, or stat holidays. You can keep us only as long as you have a need. We also insure our ergonomists and their equipment.
- We can focus exclusively on ergonomics, without getting tangled up in politics and organisational "time-traps" such as meetings.
- We take care of our ergonomists' training and professional development. We go to conferences, stay on top of research, and ensure that skill gaps are addressed with training and mentorship, all on "our" time. When a new ergonomist has to take over, we ensure overlap, at no cost to you.
- We provide our own equipment, including gauges, computers, cameras, analysis



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
Cambridge, ON

Karen Hoodless
M.Eng., CCPE, CPE
Operations Manager/Ergonomist
St. Marys/Cambridge, ON

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

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

Vanessa Reider
MSc.
Ergonomist
Mississauga, ON

All of our ergonomists are members of:





software, and communication devices. We even provide uniforms for a consistent, professional image. We have spent many, many hours developing report and policy templates. We also spend time developing awareness materials (presentations, bulletin boards, contests), delivered at no extra charge to our regular ongoing clients.

- Your reports are completed on-site, using your internal resources to ensure that the recommendations that we provide are practical and cost-effective.
- Our reports represent an unbiased, third-party assessment. We don't "work for" management or workers; we present our objective findings and work with you to find a resolution.

Here is what a day in the life of one of our ergonomists might look like, if s/he came to work at your facility:

8:00 Sign in, set up computer, and check in with contact person for "hot" projects.

8:15 Update ergo bulletin board with new ergo thoughts and monthly theme panels from our office

8:30 Go into plant to collect data on the latest "hot project", and measure some forces to add into another physical demands description (PDD) in progress.

10:30 Complete a biomechanical analysis for today's "hot

project", and finish a PDD that was started 2 visits ago. Send PDD draft report to supervisor for validation.

11:30 Write and send a "doctor fax" to seek clarification for an injured worker's capabilities.

12:00 Pause for lunch.

12:30 Meet with key stakeholders to discuss analysis results for "hot project". Identify 3 corrective actions for investigation.

13:15 Go into plant to "mock up" solutions. Photograph and measure results.

14:45 Summarise analysis results in an ergo report. Send draft to office for peer review by email.

16:15 Call an office employee who requested an office assessment, to schedule the assessment on your next day.

16:30 Pack up, check in with client contact, and remind him/her when we'll be back. Call the office to check in with Carrie for updates and messages.

Now, if you had a staff ergonomist, could you expect all that to be completed in one day? Or would the first two hours of his/her day be spent catching up on emails?

For more info about our on-site ergo program, please visit the "services" tab at taylordergo.com.

An exercise for computer users and gamers



Staring at a computer screen, mobile device, or portable computer for hours every day will make your muscles tense and sore.

Some of us add long hours of driving to our day, increasing the amount of time we are sitting still. Some of us drive with our heads thrust forward, slouching.

Our children are turning into little c-shaped creatures. Some of them rarely leave the house, even on the most spectacular summer days!

Our thumbs and fingers are tense, and our energy level is low. We rarely leave our desks during the day, and the sofa envelops us through the evening.

Static contraction of the neck muscles, particularly when the head is not balanced over the shoulders, can cause neck pain and headaches.

Did you turn the paper back and forth to read this? If not, congratulations, you just stretched your neck! If so, start again, leaving the page straight, preferably held up in front of you.

Newsletter logistics...

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!

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 Marjorie Mitchell, HSE Coordinator at Fenner Dunlop, who earned a shirt this month by sending in a name update.

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!



Awareness sessions are an integral part of any successful ergonomics program. Short (typically one-hour) presentations on various topics available to heighten employee interest and understanding. Some companies use these sessions as “lunch’n’learn” sessions, or as “dessert” sessions. (Who could resist?) Other companies use these sessions as part of their safety talks.

Who does what? We:

- Prepare any props required
- Prepare our instructor notes and handouts, if desired
- Arrange any props, set up our laptop computer and ensure that the connection works

- Facilitate the session and answer questions. Most sessions are about an hour long. We can run two back-to-back sessions of the same topic, for the same price as one.
- Pack up all materials and return them to the office

You would:

- Notify your employees of the location, time, and date of the session
- Provide a screen and projector, and any other props that the ergonomist requests, and set up the room

What is the cost?

The fee of \$650 includes preparation time in our office, facilitation of the one hour session, and an hour of set up/pack up time. We are happy to customise the session at an additional charge. We also charge for mileage, and parking if needed. Some clients choose to keep the ergonomist on-site for the entire day (at a small charge), to assist with chair adjustments, offer verbal suggestions, etc.

Hot topics include:

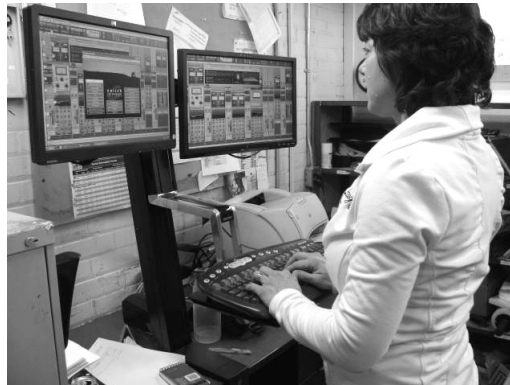
Aging Workers
Nickel Solutions for Problem Offices
Driver Ergo
Ergo and Design

The ABC’s of Chair Adjustment
Stretch!
Effective Job Rotation
The Economics of Ergonomics

The Supervisor’s Role in an Ergo Program
Lifting Tips and Back Injury Prevention
Shiftwork
Maintaining Momentum in your Ergo Program

Another Sit/Stand option

We’ve been encouraging the use of sit/stand workstations, to allow people to give their backs a break from prolonged sitting. One of our clients recently purchased a stand which holds a keyboard, mouse, and two monitors, that will adjust from a sitting to standing height. Karen is shown in the photos below, using the workstation in both configurations. This product is a fantastic option for shared workstations, because it allows quick and easy adjustment. It is most effective for employees who use minimal paper reference documents, because the standing position is not very close to the work surface. The device mounts to a desk surface, and allows the mouse to sit at the left or right of the keyboard. For more information on this product, please see <http://www.ergotron.com/Products/StandUpDesks/tabid/803/language/en-CA/Default.aspx>



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!



Physical Demands Description September 4-5, 2013, in Cambridge

This two-day session will allow participants, including ergo co-op students, nurses, safety coordinators, and return-to-work coordinators, to collect data and write a concise physical demands description report for the WSIB, employee's doctor or physiotherapist, or for internal company use. Learn to:

- Identify a **primary job objective**.
- Discriminate between **essential** and non-essential duties.
- Use tools to measure **force, posture, and repetition**.
- Learn to take **photos** effectively. (Bring a digital camera from your facility, or use one from our class set.)
- Measure and document **workstation** parameters.
- Describe environmental, sensory, and mobility demands.
- Write a **concise physical demands description report** including a summary of the "functional requirements" that matches the WSIB's FAF form.
- Validate** the report, obtaining worker and management verification.

Driver Ergo, September 18, 2013, in Cambridge

Join us for a one-day workshop where participants, including drivers, safety co-ordinators, and fleet managers, will learn how to identify risk factors faced by drivers, and how to identify and implement solutions.

You will learn to:

- Identify "**risk factors**", including awkward driving postures, force, and static or repetitive tasks.
- Describe how the **design** and **layout** of a typical vehicle contributes to ergonomic issues.
- Adjust the seat, steering wheel**, and other options for maximum comfort and back, shoulder, and neck safety.
- Identify and address additional issues such as **manual material handling, vibration, and sleep deprivation**.
- Identify **products** and **solutions**, including things that drivers and management can do.

Ergo Design October 2, 2013, in Cambridge

Participants, including engineers, safety coordinators, and ergo team members, will learn to incorporate effective ergonomic design features into new workstations, jobs, and layouts, using our detailed design guidelines. Learn to:

- Describe and use "**anthropometric** (body size) data".
- Use design guidelines to identify the **specifications** of a solution. In particular, you will learn to apply the guidelines for working **height, reach, and clearance**, through a variety of case studies.
- The course also includes **detailed ergo design guidelines** for the following:

Carts	Design for repair	Hand work	Mechanical assists	Work design
Containers	Displays	Hand tool design	Personal protective equipment	Work flow/conveyors
Controls	Floor surface	Lighting	Seating	

ONLINE registration for these and other fall courses is now available at www.taylordergo.com. To register manually, complete and fax this page to 519 623 9164, with your purchase order number, or mail it with a cheque to Taylor'd Ergonomics, 38 Water Street South, Cambridge, ON N1R 3C5. Your registration will be **confirmed by fax or email, 1-2 weeks before the course**. Register early, as space is limited. 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: _____

Fax: _____

e-mail: _____

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

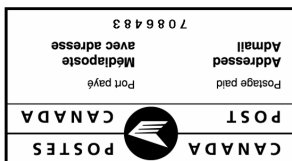
Please register me for the:

PDD course on Sept 4-5, \$785+hst

Driver Ergo course on Sept 18, \$365+hst

Ergo Design on Oct 2, \$425+hst

HST#89765 6377



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