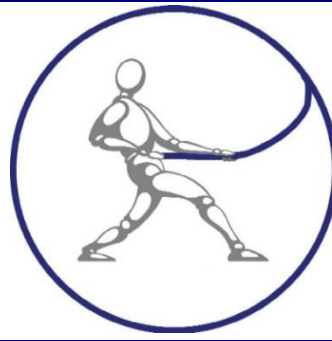


Taylor'd Ergonomics Incorporated

www.taylordergo.com



face-2-face ergo training for supervisors and workers

What is “face-2-face” training?

Hands-on, ergonomics awareness training, customised for specific groups of employees. Employees, supervisors, and joint health and safety committees (JHSCs) need to understand the benefits of ergonomics – how poor workstation layouts and awkward postures hurt, and what types of changes they can make to improve comfort, productivity, quality, and job satisfaction.

These sessions have been created by ergonomists, to allow participants to learn through experience, and to later apply what they've learned, in the workplace.

Who does what?

We would:

- Pack and prepare for the session
- Set up our laptop computer and projector (if you don't have one)
- Facilitate the sessions and answer questions
- Mark the quiz on site, leaving you with the verification that participants understood the material that was covered. The quiz is attached to a certificate, which the instructor dates and signs.

You would:

- Administer the registration. You can schedule as many people into a session as your training room can accommodate, as long as each person has a chair and writing surface. Let us know how many people to expect, at least a week before the course.
- Provide a projector (if possible) and screen to project the presentation
- Ensure that tables *and chairs* are available for all participants. The lifting, public works, and supervisor courses require chairs that participants can lift (stacking or folding).
- Honour our copyright. We cannot consent to copying of the course materials, or video-recording these sessions.

Key features:

- The training was **developed by certified professional ergonomists** (CCPEs) with proven facilitation skills. It is

delivered by ergonomists who can answer questions and provide suggestions.

- Graphics and instructions are **clear and concise**, and will heighten employee interest and understanding.
- **Checklists** are provided to ensure that the training successfully carries into the workplace.
- All courses are **“competency-based”**. Participants complete a quiz and receive a certificate. This allows you to track your training to ensure due diligence.
- Through **hands-on activities**, participants rate their own responses to good and bad ergonomic conditions. Participants leave with more than a general idea of what ergo can do for them – they've experienced the benefits first-hand!
- Sessions are **hazard-specific** for each audience. For example, step-by-step adjustment of the driver's compartment is demonstrated and practiced in our driver ergo session.

Options:

Job coaching (follow up support) is available. Run your sessions early in the morning and afternoon, and keep the ergonomist for the whole day, to support employees in making their own workstation adjustments, or to coach employees on lifting, driving, or other work techniques. The checklists provided in the training form the basis for the job coaching sessions. The ergonomist would advise you privately if formal assessments would be warranted.

Customisation If you'd like us to customise the session for your company, please contact us for pricing at info@taylordergo.com, or **519 623 7733**. We would come to your site in advance, photograph workers at their jobs, and integrate your case studies into the training.

Posters are available to reinforce the session's message. We currently offer posters featuring lifting, office ergo, driving, and stretching. Printed in colour on 10x14" card stock paper. A package of 10 posters costs \$36. (Contact us for volume discounts.)

The workshops

We've created eight different sessions, aimed at different groups of employees at your workplace. You can run one session, or all of them!



Workshop outline: Supervisors

(90 minutes)

To reinforce the value of ergonomics in an organisation, participants rate their comfort, productivity, work quality, and job satisfaction after a 60 second cognitive task, under “poor” and “good” ergonomic conditions.

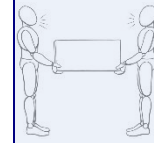
We cover these key responsibilities, all with “hands-on” applications:

1. Identify MSD hazards
2. Spot MSD signs and symptoms
3. Address early signs and symptoms of MSDs
4. Control hazards with appropriate solutions
5. Communicate hazards and solutions
6. Coach workers to use good practices
7. Ensure appropriate PPE is available
8. Take every precaution reasonable
9. Work with an ergonomist

(Note: Supervisors should also participate in the training that the employees in their departments attend.)

“One of your ergonomists recently facilitated training for our employees. We offered sessions for employees in all departments at the city, chosen to focus specifically on the needs of each group. The feedback from managers and employees was positive. They found the tips to be practical and easy to implement. We found the ergonomist to be knowledgeable, pleasant, and helpful.”

*Dave Buck,
City of Stratford*



Workshop outline: Joint Health & Safety committee (2 hours)

This workshop allows JHSC members to effectively participate in MSD prevention.

Participants learn to:

1. Identify MSD trends in your injury statistics
2. Spot and address early signs and symptoms of MSDs
3. Identify MSD hazards during a workplace inspection
4. Use a checklist to evaluate MSD hazards in a job
5. Control hazards with appropriate solutions
6. Work with an ergonomist

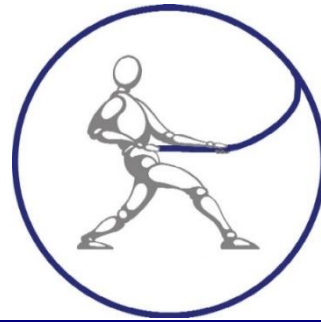


Workshop outline: Public works (2 hours)

This new workshop incorporates dozens of case studies derived from an extensive best practices project involving many municipalities. Hands-on exercises apply techniques drawn from a variety of public works jobs. Participants learn when and how to:

1. Know when to say NO! (and find an alternative way to get the task done)
2. Arch your back after sitting, before you start to work
3. Tighten the abdominal muscles at the start of the effort
4. Maintain the low back curve
5. Keep the load close and take a step closer to minimise reach
6. Make a good base of support
7. Avoid twisting
8. Test the object weight
9. Use the golfer's lift
10. Lift half the load at a time
11. Divert forces around the spine
12. Use momentum
13. Optimise the direction of force
14. Get a good grip
15. Minimise effort
16. Use the tools provided
17. Take a break from “heavy” tasks
18. Keep fit

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Workshop outline: Office (1 hour)

To bring home the value of ergonomics in an office environment, we ask participants to rate their comfort, productivity, work quality, and job satisfaction after a 60 second office task, under "poor" and "good" ergonomic conditions.

Participants then learn how to adjust:

1. seat height
2. seat depth
3. backrest angle
4. backrest height
5. armrest height
6. keyboard & mouse height
7. screen height
8. work practices

Adjustments are demonstrated on the chair that is most common in your office, if it's possible to wheel it into the session. The handout includes a checklist, which participants are encouraged to use at their own workstations.



Workshop outline: Lifting (1 hour)

Participants to rate their comfort, productivity, work quality, and job satisfaction after a 60 second lifting task, under "poor" and "good" ergonomic conditions. Tips include:

1. Pre-arch your back, and keep the low back curve
2. Keep the load close
3. Maintain the low back curve
4. Push before pull before lift
5. Check your footing and path
6. Test the load before lifting
7. Use the golfer's lift (when it's appropriate)
8. Lift half the load at a time
9. Avoid twisting
10. Participate in a regular fitness routine
11. Divert forces around the spine
12. Use a 2-person lift, effectively



Workshop outline: Office Ergo 2.0 (90 minutes)

This workshop aims to optimise the use of sit/stand workstations in an office environment. Participants learn to:

1. Check the chair
2. Fit your sit-stand station
3. Feet first! Choose the right footwear
4. The head and neck, and vision
5. Input devices
6. Getting it just so (fine-tuning your adjustments)
7. Build strength to stand
8. Stretch to avoid discomfort
9. Motivation – remind yourself of the benefits of standing
10. Just move it – find additional opportunities to move while working



Workshop outline: Industrial (1 hour)

Participants rate their comfort, productivity, work quality, and job satisfaction after a 60 second industrial work task, under "poor" and "good" ergonomic conditions.

We then cover these points:

1. Minimize reach
2. Optimise working heights
3. Use the strongest postures and force direction
4. Use a "butt out" posture for lifting, sitting, and bending
5. Push forward where possible and avoid pushing sideways
6. Use the strongest grip
7. Prevent leg discomfort, though footwear, movement, and a good footprint
8. Minimise the effort in your job
9. Include exercise in your life



Workshop outline: Driver (1 hour)

Participants learn the value of ergonomics for drivers, by rating their comfort, productivity, work quality, and job satisfaction after a 60 second simulated driving task, under "poor" and "good" ergonomic conditions. We cover these points, all with "hands-on" applications:

1. Adjust the driver's seat height
2. Adjust fore-aft seat position
3. Adjust backrest angle
4. Optimise lumbar support
5. Adjust the steering wheel
6. Adjust the mirrors
7. Adjust the shoulder restraint
8. Adjust the headrest

The course includes many other tips to drive safely and more comfortably.

What is the COST?

Ergo face-2-face sessions are 1-2 hours in duration, plus quiz time. You can schedule up to 4 sessions in an 8-hour day. Our training fee includes preparation time in our office, facilitation of the sessions, set up and pack up time, marking the course quiz, and signing certificates.

Workshop pricing for sessions conducted during a regular day shift (not including course materials and expenses):

- \$ 750 for a one-hour session,
- \$ 900 for a 90-120 minute session,
- \$ 1250 per day (up to 4 sessions, or 1-2 sessions and job coaching)

Course materials include a workbook with summary checklist, multi-pen, and quiz/certificate. Materials are provided at a cost of \$5 per person. (Sorry, ergo training is copyright material, so we can't provide electronic copies.) Course materials are *not* optional, as they are an important part of the learning experience. We need maximum participant numbers at least one week in advance.

Travel is charged at a rate of \$0.55/km, up to 1 hour from any of our offices, or mileage plus \$60/hour for clients beyond 1 hour from our offices. Hotel, food, parking, and airfare would be reimbursable as incurred.

Off-shift presentations (before 7 a.m., after 6 p.m., or on weekends) are charged at an additional 25% premium (subject to availability of our ergonomists).

Please note that, once we schedule a date for you, a cancellation penalty of 50% of the scheduled charges may apply if you cancel or postpone within one week.

Where do I sign?

This training can be authorised by signature, purchase order, OR online purchase. **We will confirm dates upon receipt of your authorisation.** Please scan and email (carrie@taylordergo.com) this sheet back to our office.

I would like to schedule ____ (#) days of training (and job coaching between sessions) at \$1250/day plus materials, expenses, and hst.

I would like to schedule one 90-120 minute session, at \$900, plus materials, expenses, and hst.

I would like to schedule one one-hour session, at \$750, plus materials, expenses, and hst.

Authorise by **SIGNATURE**:

Name of authoriser (please print)

Date

Signature of authoriser

Company

or

Authorise with a **PURCHASE ORDER** (number: _____)

or

Visit our [store](#) to authorise and pay for a day of training. (Expenses will be invoiced after the training.)

We look forward to working with you

Carrie Taylor

Pricing valid to 12/31/2019
Date

"Last Friday was a great success! The ergonomist was outstanding and well received by all who were lucky enough to meet her. She also stayed and provided one-on-one office support – VERY great feedback from that effort too. As always, I was very proud to have Taylor'd here to support my efforts."

Jenanne Graham,
Canadian Regional
Safety Coordinator
Ideal Pipe | Advanced
Drainage Systems Canada