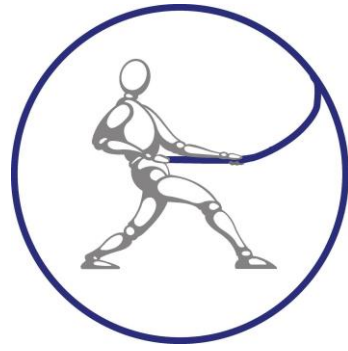


## Intern mentorship May-Aug 2020 postponed!



2020

Taylor'd Cambridge  
Ergonomics London  
Incorporated Mississauga

### What are interns?

We have secured two ergonomics interns to support our projects this summer – one to be based in London, and one to be based in Mississauga. Both interns hold undergraduate honours degrees, and both have completed a one-year post-graduate certificate in Advanced Ergonomics Studies from Fanshawe college. As part of their diploma program, they are required to complete an 8-week internship. We have proposed to extend the term for the full summer, offering the interns 16-week terms.

We have been mentoring interns, and co-op students, for years. They are typically enthusiastic, but inexperienced. The Fanshawe program requires students to complete some projects, typically in small groups. The interns offer a cost-effective way to leverage an ergonomist's time, allowing our clients to complete projects at a significantly discounted rate. The interns complete the majority of data collection and report writing, while the ergonomist supports the intern with challenging measurements, reviews all reports to ensure that they meet Taylor'd Ergo standards, and usually has time leftover for additional projects.

This year, our intern/mentorship program is available in 8- or 16- week terms. (May-August, May-June, or July-August). We book on a first-confirmed basis.

### Scope of work

**We still have flexibility around how projects will be structured, so if you have something specific in mind, let us know and we'll customise a scope of work for you.** We anticipate that our clients will *either* want to focus on Physical and Cognitive Demands Analysis, or on Best Practices. Please ask for more information on these services, if you are not familiar with them. This is how we anticipate the term to unfold:

#### Pre-project (1/2 day in April)

The ergonomist will spend a half-day on-site, gathering background information regarding the jobs or tasks that will be assessed by the intern. She will meet with you to ensure that she understands your goals for the project. She will set up data collection and reporting templates, a project status log, and an activity log for the intern. She will summarise the goals for the internship, and next steps, in an email.

#### PDA or Best Practices training (2 days off-site, Cambridge)

During the first week of the internship, the intern will attend our 2-day PDA/CDA workshop to learn how to complete a PDA/CDA in our format. Interns that will be involved in best practices projects will be trained in our office, one-on-one with our ergonomists.

#### Mentorship (9 consulting days total for 8-week term, 17 consulting days for a 16-week term)

During the intern's first week, the ergonomist will bring the intern to your site for one day of site orientation. They will start a project, with the intern observing the ergonomist. For week two, the ergonomist will accompany the intern for 2 days. For the remainder of the term (6 or 14 weeks), the ergonomist will spend one day per week on-site with the intern.

The first mentorship days will be spent primarily in the field with the intern, supporting data collection and facilitating the development of skills in interacting with employees. About half of the ergonomist's time thereafter will be spent reviewing reports (quality control) and assisting with technically challenging measurements, communications, or other projects. The ergonomist will also complete the weekly and term performance evaluations (for review with the client and intern prior to submission). The ergonomist will also have some time to support other ergonomics projects at your request – she might complete additional PDA/CDAs, ergonomics (risk) assessments, demands-abilities evaluations, or other projects.

#### Internship (2 days per week after the first week)

During the first week, the intern will participate in training and site orientation (one day). Thereafter, the intern will be on-site for 2 days per week, including one day with the full time ergonomist, and another day on her own. When the intern is not at your site s/he will be working for Taylor'd Ergo on another initiative or client project.

#### Deliverables:

In one 8-week term, we will provide:

- 9.5 days of consulting time with one of our full-time ergonomists
- 15 days of intern consulting time
- In this time, the intern should complete 4-8 PDA/CDAs (depending on job complexity or variability), or best practice studies for about 15 tasks.
- The full-time ergonomist would have some time available to support design projects, MSD risk assessments, or employee face-2-face training, or to support the completion of additional PDA/CDAs or best practices

In one 16-week term we will provide:

- 17.5 days of consulting time with one of our full-time ergonomists
- 31 days of intern consulting time
- In this time, the intern could complete 8-16 PDA/CDAs (depending on job complexity and variability), or best practice studies for about 30 tasks.
- The full-time ergonomist would have some time available to support design projects, MSD risk assessments, or employee face-2-face training, or to support the completion of additional PDA/CDAs or best practices.
- 1 ergo contest (with prizes)

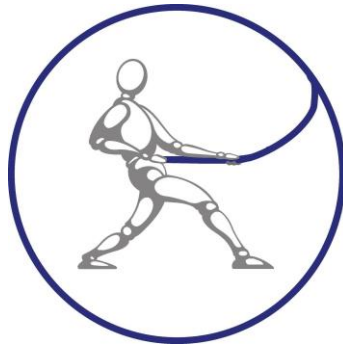
For both term durations, we will also provide:

- Off-site PDA/CDA or best-practices training for the intern
- Free use of our pdf PDA/CDA report template for the intern at your site while under our direction
- Free intern use of our calibrated force gauges, a digital camera, and computer
- Day-to-day supervision and support of intern, including monthly activity log summaries with your invoice.
- Monthly ergo bulletins (awareness materials, to be posted) with weekly and monthly updates

You will provide:

- Space for the intern and ergonomist to work
- On-site orientation and safety training on the first day of the project

# Intern mentorship May-Aug 2020



2020

Taylor'd Ergonomics  
Incorporated Cambridge  
London  
Mississauga

## Fees & expenses

Total package pricing terms as described above:

**8-week term: \$13885, plus mileage and HST**

**16-week term: \$20925, plus mileage and HST**

Mileage is charged at a rate of 60¢ per kilometre, between our closest office (Cambridge N1R5S5, Mississauga L4Z 2G2, or London N6A 4C5), and your facilities. When two consultants are scheduled on the same day, they are expected to carpool.

If you already have one of our ergonomists scheduled on-site for one day per week, the incremental cost for the intern is **\$6280 for 8- or 16-weeks, which includes training, equipment, the intern's time, and one extra day with the ergonomist at the beginning of the term.** You understand that a significant amount of the ergonomist's time during the internship will be spent mentoring the intern.

### Options:

PDA/CDA training for your full-time staff, and licence for PDA template (allows one of your staff to update PDAs after the contract)

If you want the ergonomist to facilitate face-2-face training, a materials cost of \$6/participant applies.

## Approval authorisation

We can confirm dates upon receipt of your authorisation. Please sign and return this page to [carrie@taylordergo.com](mailto:carrie@taylordergo.com), or provide a purchase order.

Authorise by **SIGNATURE:**

\_\_\_\_\_  
Name of authoriser (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Quote prepared by Carrie Taylor

\_\_\_\_\_  
April-16-20  
Date

\_\_\_\_\_  
Signature of authoriser

\_\_\_\_\_  
Company

## Terms & conditions

### What is Taylor'd Ergonomics responsible for?

Our ergonomist will conduct the analyses, and develop reports as quoted. We will also advise you on a regular basis on the status of the project.

### What are you responsible for?

The client assumes some responsibility for the success of this project:

- to advise us of PPE requirements, and to provide information about safety hazards.)
- to provide information as requested by the ergonomist.
- to make key resource people available to the ergonomist as needed.
- to provide feedback to Taylor'd Ergonomics regarding draft reports within 5 days of submission.
- to acknowledge that our consultants are an integral part of our business. You agree that for a period of two years following termination of our last contract with your company, you will not either directly or indirectly solicit our consultants for the purpose of employment with your company, or for the purpose of providing the same or similar services as provided by Taylor'd Ergonomics.

### How will you be invoiced?

Invoices for consulting time and expenses will be submitted monthly or upon completion of reports, and payment will be due within 30 days.

### When may additional charges apply?

Additional charges may apply:

- when you want us to work more than 8 hours per day, before 7:00, after 18:00, or on weekends (pending ergonomist availability). An overtime ("off-shift") charge of 25% will apply for evening, early morning, or weekend work.
- when you have trouble with your responsibilities. For example, if the draft review is not completed promptly, we may invoice for the additional time needed to seek and integrate feedback into the final report after the term is finished. If background information is provided near the end of a project, additional time may be required to re-work analyses that were based on incorrect assumptions.

- when you cancel dates with short notice. Cancellation charges of 50% of the scheduled fees apply if dates are cancelled or delayed within one week.
- when we can't collect the data that we need due to circumstances beyond our control (e.g. equipment failures) resulting in "wait" time.
- when you ask for additional analyses, or administrative work beyond the stated scope of work (e.g. summary reports for multiple projects, or meetings and edits to reports after they are finalised). This work will be charged at the rates quoted.

### When can we start?

Taylor'd Ergonomics will contact you immediately upon receipt of your authorisation, to schedule the project. We begin work usually within 2 weeks, but not later than six weeks after approval is received. This quote is valid until August 31, 2020, for the summer 2020 semester only.

### How is confidentiality protected?

Any information divulged to Taylor'd Ergonomics by the client during the course of this contract will be regarded as confidential. Taylor'd Ergonomics will not use or disclose any such information to any person during or after the period of this agreement. Project files are stored in our office for a minimum of four years.

### How does copyright apply?

Taylor'd Ergonomics Incorporated maintains copyright for the format of all reports. Reports will be provided electronically in a "read only" format. The contents of the reports must not be altered without our involvement, as we hold responsibility for the integrity of the data contained in the reports.

### What is ergonomics certification?

For information on ergonomics certification in Canada, please see [www.cccpe.ca](http://www.cccpe.ca). An "associate ergonomist" has a relevant degree (typically Kinesiology), including 400+ hours of coursework in key competencies. A "certified ergonomist" also has at least four years of full-time ergonomics experience, including one year of mentored work.