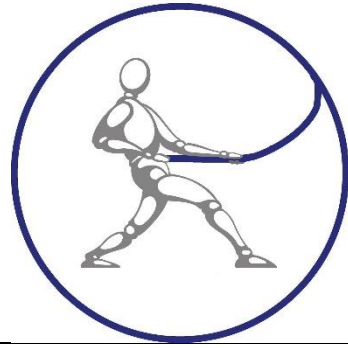


ergo services & rates



2020
Taylor'd Cambridge
Ergonomics London
Incorporated Mississauga

What can our ergonomists do for you?

Some of our services are described below - click the links for more info. We have included *typical* project times, which include data collection, analysis, and report writing. The time required for your specific project may vary, depending on its complexity. We track how our time is used, and we provide a detailed activity log summary with your invoice.

Ergonomics (MSD risk) assessment

This is a quantitative evaluation of musculoskeletal disorder (MSD, also known as strain/sprain) injury risk, with recommendations for risk mitigation (8-12 hours for a specific issue, up to 4 days for an assessment of a complex job). Ergo assessments can be broad in scope, to answer the questions, "What is the risk of MSD on this job, and what could we do to reduce the risk?". They can also be very focused: "What effect will raising the height of this conveyor have on a small-statured operator?"

Physical and cognitive demands analyses

PDA/CDA reports provide a quantitative summary of the physical and cognitive requirements of a job (8-12 hours for a repetitive job, more for a complex job). They include photos, measurements of weights, push, pull, grip and pinch forces, hand heights and reaches, workstation and tool descriptions, and an analysis of the cognitive demands of the job

Heat stress prevention programs, are based on an objective assessment of energy demands (1-2 days for policy development, 0.5 days per job for energy demands assessment)



Office ergo assessment

An ergonomics assessment of an office workstation includes pre- and post-assessment survey observations, adjustments, and recommendations to improve comfort and safety for office workers (4 hours)



Demands abilities evaluations - This process evaluates of the match between a worker with medical limitations and a specific job, with recommendations for accommodation (4-6 hours, following completion of PDA/CDA)

Ergo program audits identify gaps in your existing MSD prevention efforts, and provide recommendations for program components (1-2 days). Our **ON-SITE ERGO** program provides all of the components required to develop and maintain your ergo program.

Ergo design reviews - To evaluate a new workstation or product, we compare the design with our design guidelines, and provide recommendations for optimisation (8-12 hours, for a repetitive job)



We are all Canadian Certified Professional or Associate Ergonomists. (ccpe.ca).

Vehicle sit-fit assessments - Driver ergonomics assessments include a survey, observations, adjustment, and recommendations to improve driver comfort in one vehicle (4-8 hours)



Employee ergo training ensures that employees are using best practices. We offer 1-2 hour sessions for industrial, office (traditional or sit/stand desks), or outdoor workers, manual handlers, drivers, supervisors (office or industrial), and JHSC members. (Materials \$5/person. **ON-SITE ERGO** clients pay regular consulting rates for this training.)

RED reports. ON-SITE ERGO clients can take advantage of our faster "Rapid Ergo Directive" reports, which provide quick answers to specific ergo questions. We know we'll be back soon to provide further support as needed.

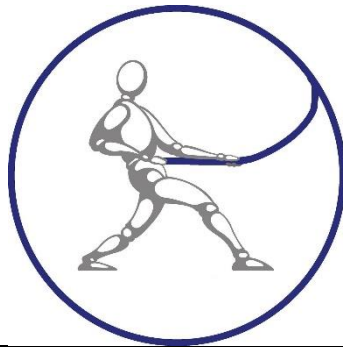
Custom projects. If you have a question related to ergonomics, we will seek an objective answer for you!

Why ergo? The numbers speak for themselves.

Goggins and his associates reviewed 250 case studies in the manufacturing, health care and office sectors. They found these *average* improvements:

Lost work days: 75% reduction	Restricted days: 53% reduction	Productivity: 25% increase
Scrap/errors: 43% reduction	Turnover: 48% reduction	Absenteeism: 58% reduction

ergo services & rates



2020

Taylor'd Ergonomics
Incorporated Cambridge
London
Mississauga

What are the fees?

Our consulting rates are shown below including discounted rates for larger projects. These rates apply for any of the services shown on the previous page.

Our consulting rates:

Project size	Certified Ergonomist	Associate Ergonomist
Less than full days (minimum 2 hours for on-site work)	\$135/hour	\$115/hour
1-11 consulting days	\$880/day	\$800/day

If you need more than 12 consulting days, our rates are lower, and we include free stuff!

Project size	Certified Ergonomist	Associate Ergonomist	Annual Budget
12 days or more	\$855/day	\$775/day	\$10000+
24 days or more	\$845/day	\$765/day	\$20000+
45 days or more	\$835/day	\$755/day	\$37000+
90 days or more	\$805/day	\$725/day	\$72000+

Expenses and HST are additional.

Mileage: \$0.60/km from the selected ergonomist's office in Cambridge, London, or Mississauga.

Travel time: \$60/hour (only charged when one-way travel time exceeds 1 hour, and total travel time exceeds 2 hrs/day)

What do our clients say?

"We've been working with Taylor'd Ergonomics since 2007; they have completed many PDAs, ergonomics assessments, and demands-abilities evaluations for our drivers and mechanics. Our experience has been very positive; the assessments and evaluations have provided us with valuable, useful information which we frequently refer to. The staff at Taylor'd are easy to work with, professional, and very competent in their area of expertise. Their "on-site ergo program" keeps our staff thinking about ergonomics and engages them through related contests, all year round."

"Taylor'd has been very accommodating, professional and insightful! I would recommend Taylor'd to help with your ergonomics assessments."

"Taylor'd Ergonomics has provided high quality service to meet our needs for several years. The consultants have a high level of technical knowledge and years of experience working with clients to develop solutions."

"Reliable, trustworthy, consistent expertise."

What is my next step?

To authorise a specific project

If you need a quote for a specific project, with an "up-set" limit, please call Carrie at 519 623 7733, or contact carrie@taylordergo.com. She will ask you for details, which may include:

- How many jobs need to be assessed? (And what do these jobs involve?)
- What do you want to learn by doing this assessment?
- Do you have a specific timeline in mind?
- Which ergonomist (location and experience) would you prefer to work with?

To proceed with work within my established budget

To proceed immediately (without a scope of work), you can complete and return this page. You can use this approach when:

- a) you have a budget for ergonomics support, and you want the flexibility to use it for ongoing or high priority projects throughout the year, or
- b) you already have an idea how long a project will take and your budget is flexible.

A signature on this page, a purchase order, or a deposit, confirms your acceptance of the fees outlined in this package, and the [terms and conditions](#) on the last page.

We typically do all of our work at your site, including data collection, analysis, and report writing. Extra work, conducted in our office, is charged at your regular rate.

Option 1: SIGN HERE and return to carrie@taylordergo.com

X _____
Date

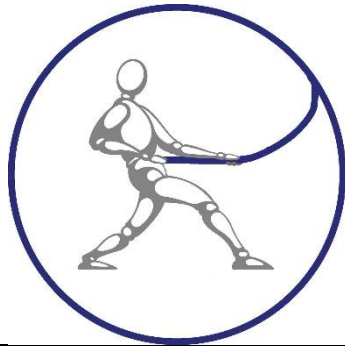
Option 2: PURCHASE ORDER Number: _____

Option 3: DEPOSIT Please [visit our store](#) to make a \$500 deposit.

You can set a limit, and we will advise you when we approach it. This authorization is limited to \$ _____, plus expenses & HST.

Quote prepared by Carrie Taylor (valid to Dec 31, 2020)

Big project? Take advantage of our
ON-SITE ERGO program



2020
Taylor'd Cambridge
Ergonomics London
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The ON-SITE ERGO program (12+ days per year)

When you authorise 12 or more days of consulting, we offer discounts and bonuses, bundled together in our **ON-SITE ERGO** program. This program delivers the support and expertise that a staff ergonomist would provide, without requiring a full-time commitment. You set your own schedule, and you can prioritise the ergonomist's activities as appropriate. The ergonomist works with you to set out project goals, and we provide progress reports and activity log summaries regularly.

In addition to discounted rates, the **ON-SITE ERGO** program includes these "bonus" services:

Ergo bulletins (electronic slides or hard copy to post) Our bulletins communicate with your employees about a variety of ergonomics topics, including early recognition of signs and symptoms, MSD hazard recognition, and heat stress prevention. They are updated weekly, with an "ergo thought", and monthly with a new topic. Each monthly update includes 5 slides; planned themes are shown below, but substitutions are available if these don't suit your environment. (One slide from one of our 2019 bulletins is shown at right.)

Quarterly ergo contests We create ergonomics awareness contests (puzzles or other activities) that help to generate awareness and discussion on a variety of ergo topics. We print copies for all of your employees, on coloured paper, and we bring in prizes for a draw at the end of the promotion. Planned themes are shown below; substitutions are available. (One of our 2019 contest is shown at right.)

Access to hundreds of **ergo awareness handouts** (a library of articles and puzzles) on ergo topics, ranging from lifting to bifocals, and from gardening to aging. These are useful as handouts during wellness fairs, or to respond to specific concerns, such as what stretches are useful, or how to improve sleep habits. (One of our "ergo extras" is shown at right.)

We offer **1-2 hour hazard-specific "face-2-face" training** for employees in different target groups:

- Industrial workers
- Drivers
- Office workers (traditional desks, and sit/stand desks)
- Supervisors (plant and office)
- Material handlers (lifting)
- Outdoor workers

These courses are available to **ON-SITE ERGO** clients at your daily rates (plus \$5/person for materials), if the ergonomist prepares for the session on-site. (Our regular rate for this training is \$1250/day.)

Our **open enrollment courses** (1-2 days) are offered to **ON-SITE ERGO** clients at significant discounts (see next page; discounted rates are also available if we run the programs at your facility). These courses support the development of a successful ergo program, by providing key stakeholders with the skills they need to fulfil their responsibilities. For example, engineers should participate in Ergo Design training, and IT or facilities might benefit from Office Ergo training so they can get new employees set up ergonomically.

Program participation is optional; authorising a large project makes you eligible for the discounted rates, even if you don't want the **ON-SITE ERGO** "program" components.

But first, arch your spine!

Stretching is, and should be, an important part of our daily activities. The reason we stretch is to increase the elasticity of our muscles and tendons, and to reduce the risk of injury during activity.

Arching the back is an essential stretch to add to your daily stretching routine.

which way? ergo contest

If you had a choice, which way would you do these tasks? (Circle one method for each task.)
Bonus: Place an "X" over the body part that you think might get hurt, with the other two methods.

Task 1: Move 16 containers (25 lbs each) to another department.

Name: _____
Dept: _____

Please return all completed contests to the ergo drop box. One entry per person. Only originals accepted.

Taylor'd Ergonomics Incorporated
www.taylordergo.com

Need a hint?

That crazy ball!

Some of you may recall the exact moment when I shouted, "No, Bob! Don't you dare recommend sitting on the ball all day long!" A popular reality TV show recently promoted the use of the ball as an alternative to an office chair. I prepared for an onslaught of calls and emails... there is no response, however, you have caused this.

The ball is not really height adjustable. There's a reason for that.

her shoulder and neck muscles, and will create contact stress on the elbow and forearm.

Safety professionals have raised concerns about the balls rolling around in offices.





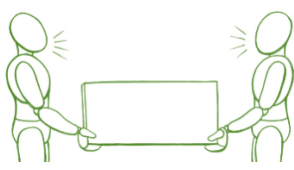


2020 ON-SITE ERGO program



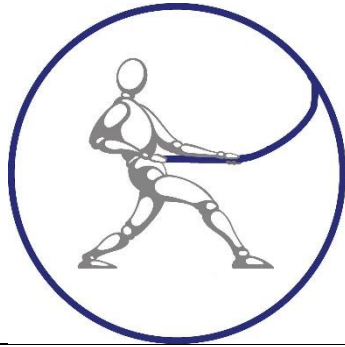
2020
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What is Taylor'd Ergo planning in 2020 for ON-SITE ERGO clients?

Here is our plan for the year's contest and bulletin themes for our **ON-SITE ERGO** clients (topic substitutions available). A similar bulletin package is available for purchase outside the **ON-SITE ERGO** program through our website (\$495/year).

	January	February	March	April
Bulletin themes	What is the best way to do this job? How to find the best practice amongst your co-workers Reminder: Want extra ergo help in May/June? Post now for a co-op student or Fanshawe ergo intern.	Should I drive with my hands at 10 and 2, or 8 and 4? Ergo contest: Cold stress and insulation (Which person is best dressed for cold weather?)	How the right lighting can help you wake up, read, work and sleep better Reminder: Get your heat stress prevention program updated now!	Know when to hold it: What is the best way to grip a tool or part? 
Courses	<i>Physical and Cognitive Demands Analysis</i> , Jan. 8-9 (OSE price \$635)	<i>Office Ergo</i> , February 13 (OSE price \$305)	<i>Lifting tips Train-the-Trainer</i> , March 11 (OSE price \$295)	<i>Ergo Design</i> , April 2 (OSE price \$380)
	May	June	July	August
Bulletin themes	The fountain of youth: How to counteract the effects of aging Ergo contest: Reach for it: How to set up a counter so your shoulders and back can relax while you work	Heat stress: What is "light work"? 	Round is a shape: How body size and shape affect your risk of MSD Reminder: Plan now for fall employee ergo training! 	Where should my screens be? Optimizing the position of computer screens, tablets, and portable devices Ergo contest: Lifting tips: Which lifting technique works, when lifting these objects
Courses	<i>Physical and Cognitive Demands Analysis</i> , May 6-7 (OSE price \$635) <i>Driver Ergo</i> , May 27 (OSE price \$300)			
	September	October	November	December
Bulletin themes	Pins and needles: What are they, and what should I do about them? 	Global ergonomics month – Thinking outside the box for ergonomics solutions at home or at work	Keeping fit for work: Three things to work on that will help you to work Ergo contest: MSD hazards (word search)	Working heights: preparing for Christmas without bending or reaching Reminder: Check out the 2021 ON-SITE ERGO package! 
Courses	<i>Physical and Cognitive Demands Analysis</i> , Sept 9-10 (OSE price \$635) <i>Office Ergo</i> , September 24 (OSE price \$305)	<i>Ergo Design</i> , October 28 (OSE price \$380)	<i>101 Ergo Solutions</i> , November 4 (OSE price \$295)	

important terms & conditions



2020
Taylor'd Cambridge
Ergonomics London
Incorporated Mississauga

Terms and Conditions (the fine print)

What is Taylor'd Ergonomics responsible for?

Our ergonomist will be responsible for

- Conducting analyses, developing reports, and providing services as outlined in this document.
- Regularly advising you on the status of projects.
- Providing support from our main office as indicated.

Should we need to transfer a project from one ergonomist to another, we will schedule overlap (at no charge to you) to bring the new ergonomist up to speed.

What are you responsible for?

The client assumes some responsibility for the success of the program, as outlined:

- To provide background information as requested, or to connect the ergonomist with the appropriate resources so that s/he can obtain the information directly.
- To review draft reports promptly so that we can issue final copies for distribution.
- To advise of scheduling plans and changes. You will *provide at least four weeks' notice to cancel or postpone dates*.
- To make space available for the ergonomist. S/he will need a table or desk, an electrical outlet, and access to WIFI.
- You 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 will be generated at the beginning of each month, for work completed in the previous month. Each invoice includes a detailed summary of all work performed by the ergonomist and our staff. Payment will be due within 30 days. Fees outlined in the document are guaranteed for 2020. This contract will continue into the next calendar year, although rates and bonus services and discounts may be adjusted. Mileage will be charged from our London, Mississauga, or Cambridge office, depending on which ergonomist is assigned to your project. Travel requiring more than one hour (one-way) will be billable, in addition to mileage. Clients outside a one-hour radius of the ergonomist's office usually schedule two-day site visits, with food and accommodation charged as reimbursable expenses.

When might additional charges apply?

Under some conditions, additional charges may apply. These conditions are:

- When you want us to work evenings (after 6:00 p.m.), early mornings (before 7:00 a.m.), or weekends (subject to availability). A 25% surcharge applies to work performed on off-shift hours.
- When you cancel dates with short notice. Cancellation charges of \$500/day apply for dates *cancelled or postponed* within four weeks' notice for clients with 1 or more days per month scheduled, or within 7 calendar days' notice for clients scheduling on an "as needed" basis (with dates subject to availability). If we can fill the schedule gap, you will not be charged.
- **ON-SITE ERGO** clients are charged at our regular rates for our one- and two-hour "face-2-face" sessions (handouts at additional cost), as long as the ergonomist prepares for the session at your site. Our full-day courses are available on-site or in open enrolment format at a discounted rate; contact our office for pricing.
- If you authorise a volume of work that entitles you to a discounted rate, we will invoice you at that rate. However, if you do not schedule the authorised work, at the end of the calendar year, an invoice will be generated to adjust the rates to the volume-appropriate rate. (e.g. if you authorise 16 days with a CCPE [\$855/day] but you use only 5 days [which should be \$880/day], the balance owing to adjust the rates would be [\$880-855]*5 days=\$125.) A charge of \$500 for the awareness program (monthly bulletins, quarterly contests) may apply if minimum purchase volume is not met.

What is the difference between a "certified" and "associate" ergonomist?

In short, experience. An "associate ergonomist" (AE) has a relevant degree (typically Kinesiology), including at least 300 hours of coursework in foundational areas such as physical demands, human performance, and design, plus at least 100 hours specifically in ergonomics or human factors, plus at least 150 hours of field or lab work. A "certified ergonomist" has this education, plus four or more years of full-time ergonomics experience, including one year of mentored work. *All* of our ergonomists are certified or associate ergonomists (or candidates; a "candidate" is awaiting approval of his/her submitted AE application). For information on ergonomics certification in Canada, please visit the [Canadian College for the Certification of Professional Ergonomists](#) website. Taylor'd ergonomists are also members of the [Association of Canadian Ergonomists](#). Carrie is also certified in the USA under the [BCPE](#).

When can we get started?

Taylor'd Ergonomics can usually begin a project within 2 weeks, but not later than six weeks after approval is obtained.

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 for a minimum of four years.

How does copyright apply?

Taylor'd Ergonomics Incorporated maintains copyright for the format of all reports, and all training materials. Reports will be provided electronically in a "read-only" format. The contents of the reports must never be altered without our involvement, as we hold responsibility for the integrity of the data contained in the reports. Materials provided (e.g. bulletin boards, "ergo extras") are for use within your local facility, during the term of our contract with you. Contact us for info on corporate programs, and opportunities to share this program between sister facilities.