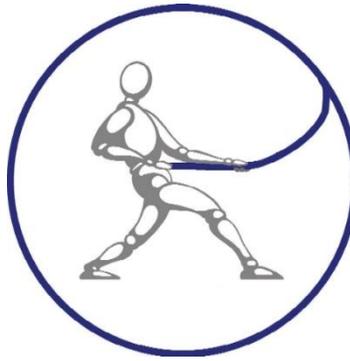


# Taylor'd Ergonomics Incorporated



## home office remote ergonomics assessment

[www.taylordergo.com](http://www.taylordergo.com)

### What is a home office remote ergo assessment?

A remote home office ergonomics assessment is a **process** used by an ergonomist and a worker to optimise working postures and habits while working at a computer at home. Remote home office assessments are conducted through:

**Preassessment survey and video.** The survey asks about discomfort experienced, how time is spent at work, what type of workstation(s) you are currently using, how your vision is corrected, what type of software and peripherals you use. The video helps to show the ergonomist what your working postures look like. (An instructional video, and sample videos are provided to help you gather this information.)

**Videoconference interview, observations, and adjustments.** During the interview, the ergonomist will review your survey and ask additional questions, and will coach you through a process of adjusting your chair and workstation. She will give you suggestions to improve your workstation using items that you have at hand, and will ask to observe your "adjusted" working postures.

**Report writing.** The report will summarise your survey, the issues that the ergonomist identified, and the adjustments that were made. It will then clearly identify any outstanding issues, and the recommendations that the ergonomist developed to address them, both for the employee, and for the management/company. (For permanent home office workers, if purchases are suggested, we will identify products, where possible, from your preferred vendor.)

### Why do a remote assessment?

We'd rather come on-site and spend time face-2-face with the employee, but sometimes this isn't possible. This remote approach allows an ergonomist and employee to work together to improve workplaces that are not accessible to the ergonomist. The employee learns how to make the adjustments independently, during the process.

The process results in improved comfort, productivity, quality of work, and morale for the office worker.

At the end of the assessment process, the recommended adjustments have already been made, and the employee is well on the way to better comfort at work.



*I would highly recommend Taylor'd Ergonomics to any customer who needs assistance in ergonomics assessments. They have been a delight to work with, and demonstrate a professional approach to all they do. Thank you for your expertise and knowledge, to help our staff feel their best when they are at work.*  
Marina Peers, Medbuy Corporation

### How is it done?

Our work plan for an office assessment includes the following steps for each employee:

1. Send the employee a **pre-assessment survey**, and **video request** electronically. The employee returns this survey and video, and the ergonomist reviews them before the scheduled assessment.
2. **Interview** the employee to discuss the primary concerns and the general nature of the duties performed, and to review the survey results.
3. Help the employee to make **adjustments** to the work station, chair, and layout where feasible.
4. **Observe** the employee at work to confirm that changes have improved working postures.
5. Identify any further adjustments, purchases, or method changes that would help.
6. **Finalise** the report according to feedback from you and from Taylor'd Ergonomics. The final report is emailed as a ".pdf" file.

Employees that have gone through our office ergo assessment process report:

"I feel happier, because I'm not experiencing any pain in my neck or shoulders."

"I can work for longer durations; allows me to focus."

"Made me more comfortable. I feel less pain while working."

"I have little to no discomfort now, when working at my desk."

### Who does what?

**We** would:

- Send you a survey form and instructions for taking video
- Complete the assessment, guiding the employee's adjustment of the workstation
- Complete the report

**You** (and/or the employee) would:

- Confirm the schedule and ensure that the employee receives the survey and video
- Complete the survey and provide the video, at least one full day prior to the assessment
- Distribute the final report as required

### What is the COST?

Confirm your assessment through our web site store ([www.taylordergo.com/store](http://www.taylordergo.com/store)) at a flat rate of **\$250 per assessment**, plus HST.

If you prefer to pay by purchase order and invoice, contact Carrie in our main office for a quotation, at **519.623.7733** or [info@taylordergo.com](mailto:info@taylordergo.com)