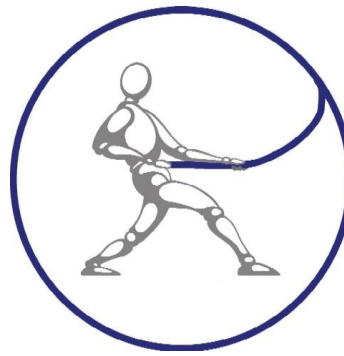


# Taylor'd Ergonomics Incorporated



best practices

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

## Why do a “best practice” study?

Hazard-specific training is often required by the Ministry of Labour, to ensure that all workers are using the best possible work practices. A best practice study:

- Provides workers with information about **appropriate techniques** that for a specific task
- Provides you with **objective proof** of why one method is ergonomically advantageous over another
- Can form the basis for **safety or “tailgate” talks** for supervisors to reinforce good work methods
- Supplements **hazard-specific training** for workers who perform this task
- Answers the question, “What is the **best way to do this task**, within the current work environment?”
- Suggests appropriate **administrative controls** for projects where longer-term engineering controls are in progress.

A best practice study is NOT an evaluation of MSD risk. We may identify hazards, which we will point out to you. However, we do not calculate a risk index, or develop recommendations to address the hazards with appropriate control measures. If this is what you need, we should complete an ergonomics (MSD risk) assessment.

## How is it done?

1. We ask you to identify employees who may have developed effort-saving techniques for a specific task. We want to spend a **half day** with them, for one task.
2. The ergonomist arrives on-site and **reviews the process** with project participants, giving some examples, and drawing some examples out of participants. Each person signs a consent form so we can photograph them in the workplace.

3. The ergonomist **observes** the specific task, under the “common” and “best” practice (the way the job is often done, and using the tips or tricks identified by the employees).
4. S/he **measures** weights, push, pull and grip forces, and key working heights and reaches. S/he also **photographs** each technique.
5. The ergonomist typically spends the afternoon **analysing** the data collected, to quantitatively compare the common and best practices identified. S/he creates a report for each best practice, typically resulting in 3-5 best practices for each task.
6. The ergonomist provides the draft reports, for review by your safety department, and the supervisor and participating employees in the department. Their feedback is integrated into the **final reports**.

**Provincially-regulated? Ontario’s Occupational Health and Safety Act Section 25 (2)** An employer shall:  
(d) acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;  
**Section 27 (2)** A supervisor shall:  
(a) advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware

## Who does what?

**We** would:

- Send you an email outlining the expectations for the day
- Conduct the introduction meeting, confirm consent, and gather data (approx. ½ day per task)
- Conduct the data analysis and report writing (½ day), and submit for review
- Peer review and edit the report

**You** would:

- Select appropriate employees to participate in the study, and make them available for a half-day
- Introduce the ergonomist to key stakeholders
- Provide feedback on the draft report
- Distribute the final report

## What is the COST?

A very specific task can usually be studied in one day (half-day in field and half-day in office). Examples of “tasks” include shovelling gravel into a wheelbarrow, using a ceiling lift to transfer residents from bed to chair, or packing cheese into a case. Integration of feedback typically requires only a few minutes, but if feedback suggests that more observations or analysis are required, additional time may be required.

Please see our “2020 Rates and Services” for pricing. Contact Carrie in our main office for a quotation for a specific project, at **519.623.7733**, or **info@taylordergo.com**.

**Federally regulated? The Canada Occupational Health and Safety Regulations, part of the Canada Labour Code PART XIV, DIVISION III Section 14.48** Where an employee is required manually to lift or carry loads weighing in excess of 10 kg, the employer shall instruct and train the employee  
(a) in a safe method of lifting and carrying the loads that will minimize the stress on the body; and  
(b) in a work procedure appropriate to the employee’s physical condition and the conditions of the work place.  
**Section 14.49** Where an employee is required manually to lift or carry loads weighing in excess of 45 kg, the employer shall give instructions to the employee in accordance with section 14.48 that are (a) set out in writing; (b) readily available to the employee;

## What deliverables could I expect?

We’ll provide you with a report that quantitatively shows the advantage of the best practice. We also suggest implementation tips, and we identify situations where this method might not be appropriate. Here is a clip from a sample report.



**Best practice: Use two hands to climb onto plow truck and loader**

Task: Snow plow driver

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This summary compares the demands of a current common practice, with a suggested best practice. A higher percentage of strength indicates that the worker is exerting more effort. (This is not a risk assessment, see background report for info.)

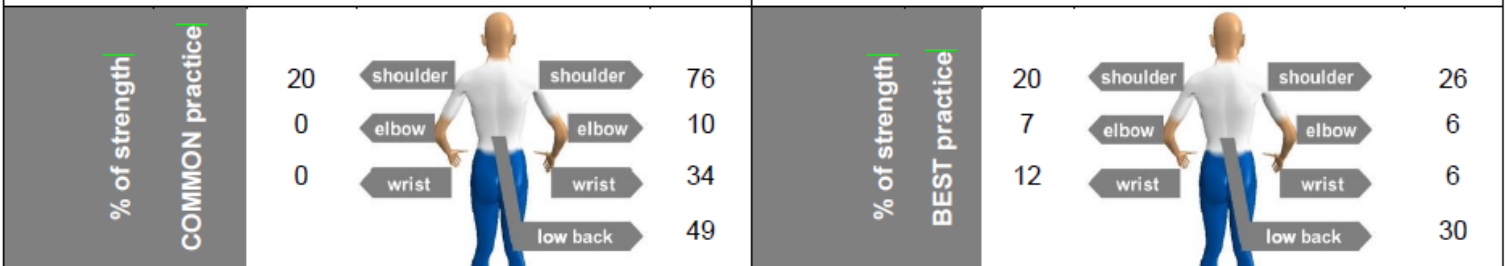
✘ Common practice	✔ Best practice
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A common practice to climb into the snow plow (or front end loader) is for the driver to grab the handle to the right of the door, and pull down and back as s/he climbs up. The practice of using one hand only places high loads on the right shoulder and back. In addition, using two points of contact (one hand and one foot) increases the risk of a slip or fall. During a slip, the employee would likely try to recover by grasping the handle, creating potential for a shoulder or back injury.

This "best practice" requires the driver to use both hands when climbing into plows and other high equipment. By using two hands, the peak load on the shoulder and back is reduced, and the chance of an injury sustained during a slip is less likely.



sample report  
do not copy



**Implementation notes**

To implement this practice:

1. Note that, on the snow plow, the left hand must grasp the pocket at the bottom of the driver's door, because no handle is available. Larger drivers expressed concern that they might accidentally damage the pocket by pulling in this manner. A sturdier handle (like the ones mounted outside the door) would be beneficial.
2. Ensure a firm grip on the supportive device; if the hand slips, the driver is likely to fall. The best grips allow the fingers and thumb to wrap all the way around, so the handle is enclosed in the grip.
3. Post this best practice summary in locations where operators can see it.