

Learn from the professionals at ERGO Inc.

## DAY ONE

### ERGONOMICS AND MUSCULOSKELETAL DISORDER (MSD) ASSESSMENTS IN HEALTHCARE, EDUCATION AND MANUFACTURING

2-DAY

This two day workshop is full of practical assignments and case studies. Participants will be confident with recommending ergonomic improvements. Learn to answer questions like... "what is repetitive", "what is a safe lifting limit", "what can I do to reduce awkward postures", "how do I accommodate my aging workforce" and "what is an ideal job rotation".

- Understand what is required for an effective MSD Prevention Program from developing a policy to training employees; based on Ontario's Guidelines.
- Learn to assess MSD workplace hazards including force, static work, awkward postures, impact loading, cold/heat, vibration and repetition.
- Learn to apply ergonomic design guidelines, using anthropometrics for working heights, reaches, bending, equipment design and workstation layout.
- Develop solutions to minimize MSD hazards using ergonomic design principles and set up guidelines.

Take away

### YOU WILL RECEIVE:

- A certificate
- A bound, detailed participant reference manual
- The presentation
- Audit forms, checklists and assessment tools
- A completed assessment
- Toolkit cards and other resources for your workplace
- A tape measure (some courses)

## DAY TWO

### HEALTHCARE EXAMPLES

MSD hazards related to Caregivers (RNs, PSWs), laboratory work, cleaning & laundry tasks

- Determine upper limb and back injury risk using Ergonomic Assessment tools for Health Care
- Best ergonomic work practices in Health Care – case studies may include examples for RNs, cleaning, laundry and kitchen tasks
- Use anthropometrics to design workstations and select proper tools and equipment
- Engineering and administrative strategies to reduce injury risk in HealthCare – proper handling and transferring
- Ergonomic tools and equipment available for tasks such as patient handling, lab work, cleaning and laundry tasks

### EDUCATION EXAMPLES

MSD hazards for Libraries, Custodians, Educational Assistants & Instructors

- Determine upper limb and back injury risk using Ergonomic Assessment tools for Education tasks
- Best ergonomic work practices in Education – case studies presented for Custodian or Librarian
- Use anthropometrics to design workstations and select proper tools and equipment
- Engineering and administrative strategies to reduce injury risk in Education
- Ergonomic tools and equipment available for Custodians, Educational Assistants and Libraries

### MANUFACTURING EXAMPLES

MSD hazards related to repetitive work including assembly line, cell work & manual material handling

- Determine upper limb and back injury risk using Ergonomic Assessment tools for repetitive and manual handling tasks
- Best ergonomic work practices in production – case studies to demonstrate reductions in cycle times, improvements in efficiency and reduction of waste
- Lean manufacturing – how does ergonomics fit in?
- Use anthropometrics to design and set up work cells, assembly lines, machines and tools
- Engineering and administrative strategies to reduce risk

### OFFICE ERGONOMICS – Preventing Musculoskeletal Disorders in the Office

1-DAY

This workshop will teach participants to confidently assess and set up computer workstations to minimize injury risk. Participants conduct real workplace case studies and ergonomic assessments on individuals with back, wrist, shoulder and neck injuries to determine the issues and set up guidelines for each injury type. Participants also participate in a hands-on product evaluation symposium where we review the latest "ergonomic products and chairs".

- CSA Guidelines for the Office and Computer User, BIFMA Ergonomic Guidelines and others.
- Learn how to properly adjust the monitor, keyboard, mouse, chair, desk and other equipment.
- General Computer Workstation Set Up Guidelines – working heights, reaches, anthropometrics.
- Conduct an Ergonomic evaluation using an ERGO Audit form – computer, sit-stand workstation, counter work etc.

### HOW TO COMPLETE PHYSICAL DEMANDS ASSESSMENTS (PDAS)

1-DAY

This hands-on workshop will give you all the skills and knowledge needed to conduct Physical Demands Assessments confidently and accurately. Participants will receive a template PDA format to use at their worksite.


- Ensure the PDA meets all legislative requirements and your return to work purposes.
- What you will need and how to get started.
- How to measure demands – frequency vs. duration, lifting, lowering, gripping types, handling, mental demands, dexterity, mobility, stooping vs. squatting, postures etc.
- Setting up an easy to use format for your organization's PDA – what should you include?
- How to collect the data – step by step procedures while onsite at the job to ensure validity.
- Describing the job – what should be documented, identifying essential vs. non-essential duties and job modification options.
- How to use a PDA for job accommodations and return to work cases.
- Participate in the completion of a PDA – learn how to assess different job types.



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# CERTIFICATE WORKSHOPS

Space is limited. Register today.

CERTIFICATE WORKSHOP	LOCATION (S)	DATE (S)	WORKSHOP PRICE	CONTACT INFORMATION									
Refer to website for workshop locations, dates and prices.				<p><b>Please clearly provide us with all of the following information:</b></p> <p>Name / Job Title: _____</p> <p>_____</p> <p>Company: _____</p> <p>Complete Mailing Address (Including Postal Code):</p> <p>_____</p> <p>_____</p> <p>Phone: _____</p> <p>Fax: _____</p> <p>Email: _____</p> <p><b>METHOD OF PAYMENT</b></p> <p><input type="checkbox"/> Cheque made payable to ERGO</p> <p><input type="checkbox"/> Invoice my company please, PO # _____</p> <p><input type="checkbox"/> Paypal for Credit Card payments</p> <p><b>Send completed form and payment to:</b>            ERGO, 1889 Innisbrook Street, Innisfil, ON, L9S 5A3            or Fax 705.436.4619 or Register Online at <a href="http://www.ergoconsulting.ca">www.ergoconsulting.ca</a></p>									
<b>ERGONOMICS AND (MSD) ASSESSMENTS IN... HEALTHCARE EDUCATION AND MANUFACTURING</b> 		Spring Fall											
<b>OFFICE ERGONOMICS – Preventing MSDs in the Office</b>		Spring Fall											
<b>HOW TO COMPLETE PHYSICAL DEMANDS ASSESSMENTS (PDAS)</b>		Spring Fall											
<b>SPECIALTY WORKSHOP</b>		Visit our website for yearly offering.											
<p><b>Discounts may be available.</b> Call for details.</p> <p><b>Payment Options:</b> Cheque or Money Order made payable to ERGO. Paypal for Credit Card payments available. (No discounts for this payment option.)</p> <p><b>Cancellation and Refund Policy:</b> Refunds will be given for cancellations received 2 weeks prior to course date subject to an administration fee of \$100.00 + taxes. If you register &amp; do not attend you're liable for the full registration fee.</p> <p><b>Disclaimer:</b> ERGO Inc. reserves the right to change the content and/or the location.</p>			<table border="1"> <tr> <td>Subtotal</td> <td></td> </tr> <tr> <td>Less discount if applicable</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> <tr> <td>HST (13%) (# 869891838)</td> <td></td> </tr> <tr> <td><b>TOTAL Due</b></td> <td></td> </tr> </table>	Subtotal		Less discount if applicable		Total		HST (13%) (# 869891838)		<b>TOTAL Due</b>	
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“Great course! Very informative you are a wonderful teacher and speaker.”

Catherine Campese, Humber River Hospital



Evaluating Risks in Growing Occupations Inc.

**PROFESSIONAL ERGONOMIC AND INJURY MANAGEMENT SERVICES**

**HEAD OFFICE:**

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