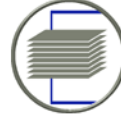


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## Introduction

This Toolbox gives you easy access to many of the best parts of Humantech's Applied Industrial Ergonomics training course. You can quickly retrieve forms, checklists, and spreadsheets used in the class, as well as locate vendors for hundreds of products useful for solving ergonomics challenges.



## Forms & Checklists

A variety of forms and checklists are provided to help you apply the techniques learned in class. You can print these forms and even email them to others.



## Spreadsheets

Valuable spreadsheets that enable you to quickly perform ergonomics assessments, save or print the results, and conduct "what if" analyses.



## Humantech Overview

This company overview provides detailed information about Humantech and the impressive results our clients have achieved. Read articles by Humantech consultants and learn about our products and services.



## Humantech's Vendorweb

A valuable resource for locating vendors for ergonomics solutions. Provides links to over 1,000 vendors representing over 250 products for offices, material handling tasks, industrial workstations, lab environments, and hand tools.

**Humantech, Inc.**  
Corporate Office  
Tel. 734-663-6707  
Fax 734-663-7747

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

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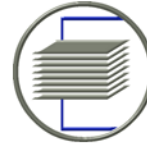
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## Forms & Checklists

A variety of forms and checklists are provided to help you apply the techniques learned in class. You can print these forms and even email them to others.



### Ergonomics Action Form™

Brainstorm and evaluate job improvements with the Ergonomics Hit List™ using this two-page document.

[Open PDF](#)

### BRIEF™ Survey

A risk assessment form for identifying ergonomics challenges.

[Open PDF](#)

### EASY™

A ranking tool for prioritizing risk based on BRIEF survey results, operator discomfort, and WMSD experience.

[Open PDF](#)

### Medical Data Form

A form for organizing WMSD information.

[Open PDF](#)

### Employee™ Survey

Three page form for collecting employee feedback.

[Open PDF](#)

### BEST™

A ranking tool for prioritizing risk based on BRIEF survey results and time exposures.

[Open PDF](#)

### Revised NIOSH Model Data Collection Form

A form for collecting the variables needed for assessing lifting tasks.

[Open PDF](#)

### Design and Build Checklists

Eight pages of checklists addressing key ergonomic dimensions and force limits.

[Open PDF](#)

### Value-Added Analysis Worksheet

A form to help identify non-value-added tasks that contribute to ergonomic risk and calculate time savings.

[Open PDF](#)

### STEP Worksheets

A form for calculating motion time savings from reducing reaching and walking.

[Open PDF](#)

### Cost Justification Data Collection Worksheet

A form for collecting the information needed to cost justify ergonomic improvements.

[Open PDF](#)

### Job information Worksheet

A three page form to collect job information including critical dimensions.

[Open PDF](#)

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## Spreadsheets

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### Manual Material Handling Spreadsheet

A Microsoft Excel workbook for tasks involving lifting, lowering, pushing, pulling, and carrying. Includes the NIOSH Lifting Calculation and Snook and Ciriello psychophysical tables.

[Open spreadsheet](#)

### Cost Justification Worksheet

A Microsoft Excel worksheet for estimating the time and labor savings for ergonomics improvements based on Humantech's proprietary STEP methodology.

[Open spreadsheet](#)



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## Introduction

Humantech offers you decades of experience supporting effective ergonomics deployments. In addition to effective and efficient workplace solutions, we transfer knowledge and skills to you through proven training programs, which achieve sustainable gains long after our consulting objectives are accomplished.

This company overview provides detailed information about Humantech and the impressive results our clients have achieved. You'll find seven types of information in this overview:

### Company

Comprehensive information about Humantech and the results our clients are achieving.

### Services

Detailed information about our five ergonomic service areas, with specific offerings for the industrial, office, and laboratory environments.

### Products

Information about our industrial and office software solutions and course manuals for the industrial, office, and product design environments.

### Case Studies

Read how Humantech clients have achieved breakthrough improvements in workers' compensation costs, productivity, and work-related musculoskeletal disorder (WMSD) rates through Human Performance Ergonomics.

### Articles

Over a dozen recent articles and papers authored or presented by Humantech ergonomists. Topics include successful ergonomics initiatives, manufacturing effectiveness, ergonomics training, and ergonomics issues in the office, laboratory, and construction environments.

### Newsletter

The ErgoAdvisor™, Humantech's quarterly newsletter, provides strategies and solutions to optimize human performance. You can read client case studies, ergonomics tips, and other useful information from past editions.

### White Paper

An in-depth review identifying the unique characteristics of Human Performance Ergonomics and how it represents a substantial enhancement to conventional approaches to workplace ergonomics.