

Ergonomics Training Resources

2010 Edition



Improve Productivity and Accelerate Health and Safety Excellence



Humantech course participants tell us our experienced ergonomists offer the best, most effective ergonomics training available. For industrial, lab, or office environments, Humantech—the largest consulting team of Board Certified Professional Ergonomists in North America—provides the tools and resources to make simple and effective human performance improvements in the workplace. Our easy-to-apply problem-solving methods and cost justification data ensure that you'll develop the practical knowledge you need to identify ergonomics challenges, find the right solutions, and gain the support required to implement them. Our unique Human Performance Ergonomics™ approach provides a clear focus on value-added workplace improvements that produce quantifiable savings.

The Humantech Difference in Training

Skilled Ergonomists and Experienced Trainers

Humantech trainers are experienced ergonomists who implement ergonomics programs and practical, cost-effective workplace improvements every day. Each year, we deliver over 300 multi-day training sessions specifically tailored to our clients' needs, providing them with the knowledge and skills necessary to successfully drive their ergonomics programs. Our consultants specialize in Human Performance Ergonomics across a wide variety of workplace settings, from production and assembly to food processing to distribution and transportation.

Practical Approach to Training

Designed for adult learning, our training emphasizes hands-on practice with easy-to-use problem-solving tools. Your trained staff can immediately solve real-world problems more efficiently and support a low-cost, high-impact approach to managing ergonomics.

Training Programs to Fit Your Specific Needs

Humantech customizes every training program to teach your staff to solve actual ergonomic challenges in your company. We continually update and test our training programs and materials to ensure that you exceed your educational goals. Humantech delivers the right program for you at the location of your choice.

Continuing Education Credits

Humantech training courses are approved for continuing education credits by numerous professional associations. Participants may apply for credit from professional associations with an official certificate of completion they will receive at the end of each course.

Award-Winning Support Materials

Our manuals contain tools and methodologies Humantech has developed over the last two decades while helping thousands of companies optimize cycle times, reduce injuries, and overcome barriers to production, quality, health, and safety. These outstanding ergonomics reference works provide up-to-date solutions you can immediately apply to your workplace. To place your order, complete the form on page 11, or order online at www.humantech.com.

“Thanks to your experience, enthusiasm, and great attitude, the course was informative and enjoyable for our crew—one of the many reasons I’m a believer in Humantech.”

Debra McDaniel
Health & Safety Manager
Columbian Chemicals Company

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Industrial Ergonomics

Industrial environments vary from factories, with hundreds of operators performing short-cycle jobs, to field personnel conducting non-routine tasks. Humantech's ergonomics training courses provide the tools and techniques to identify issues, prioritize challenges, and implement low-cost, high-impact solutions in a variety of settings.

Applied Industrial Ergonomics

Humantech ergonomists are experienced in finding practical solutions to shop-floor challenges and can teach you to spot and resolve developing ergonomics concerns. Hands-on problem-solving methods and on-site assessment exercises will help you recognize, evaluate, and control ergonomic risk in the industrial environment. This comprehensive course, our most popular training program, is available in other languages.

How You Will Benefit

- Make breakthrough improvements to health and safety metrics including workers' compensation costs
- Improve productivity and profitability through ergonomic solutions
- Implement value-added workplace improvements that produce quantifiable savings

What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Identify ergonomic issues and solutions using the Ergonomics Hit List™
- Accurately apply various ergonomic assessment tools including the BRIEF™ Survey
- Prioritize ergonomic improvements to maximize return on investment

Who Should Attend

Those interested in improving industrial ergonomics, including:

- Health and Safety Professionals
- Ergonomics Committees
- Plant Engineers

Course Materials

Each participant receives Humantech's **Applied Industrial Ergonomics** manual, which includes ergonomic guidelines and illustrations. A CD that contains assessment tools and checklists covered in the course will also be provided.

Course Length: 3 days

Continuing Education Credits

CM (ABIH): 3 ▪ COC (BCSP): 1.5 ▪ Other: Apply with certificate provided

Related Courses

Ergonomics for Managers and Supervisors

Course Length: 2-4 hours

Learn: How you can apply ergonomics to achieve your goals in production, quality, health, and safety

Ergonomics for Employees

Course Length: 1 hour

Learn: No-cost and low-cost methods for removing workplace barriers to health, comfort, and productivity



Course Synopsis

Day 1

Human Performance Ergonomics
Risk Factors for WMSDs
The Ergonomics Hit List™ and
BRIEF™ Survey

Day 2

Manual Material Handling
The NIOSH Lifting Equation
Prioritizing Ergonomic Risk
Ergonomics Process Management

Day 3

Ergonomics Cost Justification
Job Improvement Process
90-Day Action Plan
On-Site Assessment

“Great course! Great results! We reduced our OSHA Recordable Incidence Rate to less than 40% of what it was five years ago, reduced our workers' comp costs, and increased productivity.”

Steve Karington
Safety and Facilities Manager
DENSO Sales, California

Industrial Ergonomics



Course Synopsis

Day 1

Introduction to Ergonomics
Ergonomic Assessment and Root Cause Analysis
Evaluating Ergonomic Risk Factors
Manual Material Handling
Shop Floor Evaluations

Day 2

Ergonomic Design Guidelines
Cost Justifying Improvements
Group Case Study

Advanced Ergonomic Design Workshop

Introduce ergonomics into the design and selection of workstations, tools, and equipment for the ultimate low-cost, high-impact effect. **Advanced Ergonomic Design Workshop** provides engineers with the criteria to make breakthrough improvements in productivity, process reliability, and operator health and safety. Participants focus on the equipment design process, emphasizing simple evaluation tools, clean-sheet design checklists, and easy-to-implement changes.

What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Perform ergonomic risk assessments using the BRIEF™ Survey
- Apply ergonomic design guidelines to workstations and tools
- Evaluate proposed and existing equipment for good ergonomic design

Who Should Attend

Those interested in improving human performance, including:

- Manufacturing Engineers
- Industrial Engineers
- Process Engineers

Course Materials

Each participant receives Humantech's **The Handbook of Ergonomic Design Guidelines**. An outstanding reference tool, it includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

Course Length: 1-2 days

Continuing Education Credits

- CM (ABIH): 1-2
- COC (BCSP): 0.5-1
- Other: Apply with certificate provided

Ergonomics Awareness Train-the-Trainer

Prerequisites: Experience conducting classroom training and prior attendance in the Applied Industrial Ergonomics training course.

Employees responsible for raising ergonomics awareness among both new and existing employees will benefit from this eight-hour course. As a result of the Train-the-Trainer course, you will be able to conduct one-hour introductory awareness training sessions for frontline employees to help them understand ergonomics issues in the workplace.

What You Will Learn

- Conduct a one-hour ergonomics awareness training session
- Customize ergonomics awareness training to fit your work environment

Who Should Attend

Those interested in establishing and delivering ergonomics awareness training, including:

- Health and Safety Professionals
- Ergonomics Committees
- Training Staff

Course Materials

Each participant receives Humantech's **Ergonomics Awareness Train-the-Trainer** manual containing detailed course agenda, slides, and training script.

Course Length: 1 day

Continuing Education Credits

- CM (ABIH): 1
- COC (BCSP): 0.5
- Other: Apply with certificate provided

“The instructor did an excellent job in our Advanced training. I’ve never had so many unsolicited comments from people as I had with this class. Our instructor was extremely knowledgeable about the subject and has the personality to blend with the audience. Thanks for sending her.”

Jerry Williams
Engineering Services Manager
Miller Brewing Company

RAPID™ Team Events

Risk And Performance Improvement Deployment (RAPID) Team Events include four days of focused team effort that result in numerous real-time ergonomic improvements supplemented by action plans for future improvements and quick follow-up. The spotlight is on implementing practical solutions in a truly participative approach, taking advantage of the skill sets of your team.

How You Will Benefit

- Evaluate 15 to 30 jobs using RAPID tools
- Implement 20-45 improvements by the end of the event
- Identify additional improvements for implementation within 30, 60, and 90 days
- Gain momentum that carries your program well beyond the 30-, 60-, and 90-day timeframe

What You Will Learn

- Make quick, simple improvements to ergonomic conditions that improve the safety, productivity, and quality of life of your employees.
- Launch an initiative that allows your ergonomic process to gain a visible foothold at the site.

Who Should Participate

A cross-functional team, including:

- Operators/Employees
- Maintenance and Facilities Professionals
- Engineers (Process, Industrial, Mechanical, and Design)
- Supervisors and Managers
- Health and Safety Professionals
- Lean Team Members

What is the RAPID Process?

- Simple, rules-based approach: Find It – Fix It – Check for Success
- Leverage existing roles and abilities
- Maintain a RAPID but accurate pace

The RAPID Agenda

Day 1: Prepare

Kick-off Meeting
RAPID Training

Day 2: Evaluate

Line-Side Evaluation
Action Planning

Day 3: Implement

Implement Improvements
Refine Action Plans

Day 4: Present Results

Develop an Implementation Plan
Present Results



“RAPID Team Events empower employees to be part of a positive change on the shop floor, and the improvements these events generate are immediate and highly visible. These types of events are the catalysts that shape and energize our ergonomics teams toward an ongoing ergonomic risk reduction process.”

Paul Kubicek
Safety Director
Bemis Company, Inc.

Industrial Ergonomics



Course Synopsis

Day 1

Lean and Ergonomics

Ergonomics and Waste

Identifying Lean and Ergonomics Issues

Evaluating Ergonomic Risks

Day 2

Ergonomic Design Guidelines

The Ergonomics Improvement Process

Leveraging Ergonomics in Your Lean Initiative

Applied Lean Ergonomics

Build ergonomics into your lean agenda. Companies are finding that Humantech's unique tools for lean and ergonomics result in quick gains in lean metrics and health and safety performance.

This offering from Humantech provides attendees with the skills to leverage ergonomics principles in lean manufacturing activities to optimize workplace improvements. The course is intended for organizations that are actively applying lean principles and includes tools for improving the workplace with both simple observation and detailed analysis.

How You Will Benefit

- Dramatically increase productivity with low-cost work cell improvements
- Discover and eliminate hidden waste by harnessing the power of operator involvement
- Reduce costs and improve quality by maintaining a stable and healthy work force

What You Will Learn

- Quickly identify simple improvements for lean and ergonomics
- Ensure that lean gains do not result in health and safety losses
- Discover untapped opportunities for improving lean at the workstation

Who Should Attend

Those seeking to optimize human performance within a lean initiative, including:

- Lean Champions and Lean Team Members
- Subject Matter Experts for Ergonomics or Human Performance
- Health and Safety Professionals
- Manufacturing and Industrial Engineers

Course Materials

Each participant will receive a copy of Humantech's **Applied Lean Ergonomics** manual. This valuable resource includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

Course Length: 2 days

Continuing Education Credits

CM (ABIH): 2 ▪ COC (BCSP): 1 ▪ Other: Apply with certificate provided

LEAP Point Kaizen

Find and fix workstation issues with this one-day continuous improvement event. Participants learn and apply Humantech's LEAP (Lean Ergonomics Accelerated Performance) Assessment Form to drive improvements for both ergonomics and lean performance. Typically, small teams can identify up to a dozen low-cost workplace improvements and implement several by the end of the day!

Course Synopsis

Introduction to the LEAP Assessment Form
Find It – identify improvements through observation and interviews
Fix It – implement immediate improvements and plan others
Present results

Office Ergonomics

Today's office workplace is complex and dynamic, constantly evolving in response to emerging technologies and the needs of employees and customers. Managing the modern office workplace includes a challenge to maintain a stimulating and healthy work environment for your employees. Office ergonomics is made easy when you utilize Humantech's systematic approach to identifying and resolving ergonomic issues with no-cost and low-cost solutions.

Applied Office Ergonomics

Are your employees sitting in chairs that support their bodies for the work they do? Is the equipment they use arranged for easy maneuverability and productivity? Humantech ergonomists provide guidelines so you can answer these and many other ergonomics questions. You can improve your office workstations to achieve a comfortable, healthy, and productive work environment. Included in the course is a section on how to deliver high-impact, basic ergonomics awareness training for your office staff. Capability in both content and presentation style is emphasized.

How You Will Benefit

- Improve health, safety, and productivity for computer users
- Save time and money with over 100 office ergonomic improvements
- Streamline office assessments with easy-to-use checklists

What You Will Learn

- Recognize and prioritize ergonomic challenges in your office
- Identify simple and effective ergonomic improvements you can make
- Accurately apply various office ergonomic assessment tools
- Select workstations and office accessories for better productivity and for health and safety
- Conduct basic office ergonomics awareness training programs

Who Should Attend

Those interested in improving office ergonomics, including:

- Health and Safety Professionals
- Ergonomics Committees
- Facilities Professionals

Course Materials

Each participant receives Humantech's **Ergonomics in the Office Pocket Primer** which includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

Course Length: 1 day

Continuing Education Credits

- CM (ABIH): 1
- COC (BCSP): 0.5
- Other: Apply with certificate provided

Related Courses

Office Ergonomics for Managers and Supervisors

Course Length: 2-4 hours

Learn: How you can apply ergonomics to the office workplace, and the impact of ergonomics on productivity

Ergonomics for Office Employees

Course Length: 1 hour

Learn: Basics of how ergonomics applies to the office workplace



Course Synopsis

Human Performance Ergonomics

Understanding Workplace
Musculoskeletal Disorders (WMSDs)

Office Ergonomic Challenges and
Low-Cost Solutions

Equipment Selection Guidelines

Train-the-Trainer Session

“This was one of the best training seminars I have ever attended. Practical information and good tools to solve work problems.”

Gretchen Hill, RN
Case Manager
Ohio Employee Health
Partnership

Specialty Courses



Humantech offers ergonomics courses designed for the specific needs of several key groups. Specialty courses provide tailored course manuals, presentation materials, and case study exercises to ensure that participants gain the skills they need to be successful in meeting their particular ergonomics needs.

Applied Laboratory Ergonomics

Laboratories that have been redefined in terms of ergonomic acceptability realize gains in human performance, testing accuracy, and productivity. This course focuses on the application of ergonomics principles to existing and proposed lab work areas. Simple assessment tools are provided along with solutions to numerous laboratory ergonomics challenges.

What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Evaluate lab work areas and equipment for good ergonomic design
- Recognize ergonomic risk factors and identify improvements specific to microscopes, pipettes, controlled environments, volumetric handling, manual material handling, and lab workstations

Course Materials

Each participant receives Humantech's **Ergonomics for Laboratory Researchers and Technicians** Ebook.

Course Length: 3 days

Continuing Education Credits

- CM (ABIH): 3
- COC (BCSP): 1.5
- Other: Apply with certificate provided

Who Should Attend

Those interested in improving ergonomics in laboratories, including:

- Lab Managers and Lab Designers
- Health and Safety Professionals
- Ergonomics Committees

Medical Management of Workplace Musculoskeletal Disorders

You will acquire tools for managing the reporting, diagnosis, treatment, and return to work of injured employees. You will learn to identify possible workplace musculoskeletal disorders (WMSDs) and how to refer affected employees to a health care provider for effective treatment. The course complies with OSHA's Occupational Injury and Illness Recording and Reporting requirements.

What You Will Learn

- Understand common WMSDs and their contributing factors
- Determine recordability of a WMSD report on the OSHA 300 log
- Describe the steps to take when an employee reports symptoms of a WMSD
- Describe the steps of facilitating the return to work of an injured employee

Course Materials

Each participant receives Humantech's **Medical Management of Workplace Musculoskeletal Disorders** manual. This valuable resource includes guidelines, illustrations, assessment tools, and checklists covered in the course.

Course Length: 1 day

Continuing Education Credits

- CM (ABIH): 1
- COC (BCSP): 0.5
- Other: Apply with certificate provided

Who Should Attend

Those responsible for managing WMSDs, including:

- Workers' Compensation Managers
- Health and Safety Professionals
- Occupational Health Providers and site Occupational Health Nurses

“Excellent insight into addressing ergonomic risks in the laboratory.”

Karen Kearns
Senior Staff IH and
Ergo Issues Manager
Union Carbide Corporation

Design for Ergonomics in Assembly

Identify ergonomic problems before they occur and implement practical solutions into clean sheet design. Humantech's hands-on approach provides participants with problem identification strategies, ergonomic and economic analysis tools, and product design skills to develop product-specific ergonomic design rules that can be applied throughout the company.

What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Explain specific ergonomics principles that apply to product design and assembly
- Accurately apply ergonomic assessment tools for product design
- Identify appropriate design guidelines for workstation and tool design and manual material handling
- Evaluate proposed and existing equipment for manual design efficiency and ergonomic design

Who Should Attend

Those interested in applying ergonomics principles to product design, including:

- Product Engineers
- Product Designers
- Product Development Teams

Course Materials

Each participant receives Humantech's **Design for Ergonomics in Assembly** manual, which includes guidelines, illustrations, and assessment tools, covered in the course.

Course Length: 1-2 days

Continuing Education Credits

CM (ABIH): 1 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided



“I can’t wait to take this information back to my plant and get started.”

Holly Woonton
HSE Coordinator
Cintas Corporation

Other Specialty Courses

Deploying an Effective Ergonomics Initiative

Prerequisites: Prior attendance in the Applied Industrial Ergonomics training course.

Designed for the site ergonomics coordinator, this course will move you beyond the basic assessment skills to an action plan for building a successful, results-driven ergonomics process. You'll learn to develop the infrastructure for sustained success, establish measures of progress, and build on existing manufacturing excellence initiatives to accelerate ergonomic improvements.

Course Length: 1 day

Continuing Education Credits

CM (ABIH): 1 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided

Ergonomics Publications

Ergonomics Posters

Reinforce ergonomics education at your workplace with Humantech's 18x24 full-color posters. Choose from two different series and a total of 19 poster designs.

The Awareness series illustrates the basic concepts of Humantech's Hit List card, a tool frequently used in our training programs, and depicts at-risk postures as well as quick and easy fixes.

The Art series is ideal for the office or corporate setting and is designed to convey ergonomics concepts while enhancing your work environment.

All posters can be ordered online at www.humantech.com/posters.



Awareness Series



Art Series

Designed to assist users facing specific ergonomics challenges, our publications combine straightforward problem-solving processes with ergonomics checklists and proprietary methods. Previously available only through Humantech training programs, these materials can be purchased separately. To order, complete the form on page 11, or place your order online at www.humantech.com.

Applied Industrial Ergonomics Manual

Topic focus is the job improvement process, emphasizing ergonomic design guidelines, simple risk assessments, and low-cost, high-impact solutions. Includes business aspects of ergonomics, the Ergonomics Hit List, and controlling work-related musculoskeletal disorders (WMSDs). Learn to conduct ergonomic risk assessments based on Humantech's Baseline Risk Identification of Ergonomic Factors (BRIEF) Survey and Ergonomic Assessment Survey (EASY™). **336 pages. CD toolbox included. \$350**

The Handbook of Ergonomic Design Guidelines

Manage risk, reduce injuries, and improve productivity by incorporating ergonomic design guidelines into workstation and equipment development or retrofit. Humantech's full-color handbook offers specific, practical, and application-oriented guidelines with a focus on functional anthropometrics. Topics covered in the handbook include workstations, manual material handling, hand tools, controls and displays, and environment, among others. **267 pages. \$385**

Ergonomics for Laboratory Researchers and Technicians Pocket Primer (Ebook)

The latest in the series, this quick-reference ebook introduces tools and provides guidance to help you make your laboratory a productive, comfortable, and safe place to work by applying ergonomics principles. Whether your job tasks involve working with laboratory equipment, manual material handling, or office work, the information in this ebook will provide you with the basic knowledge and skills. **129 pages. \$19.95**

Ergonomics in the Office Pocket Primer

This quick-reference book introduces tools and provides guidance to help you make your office a productive, comfortable, and safe place to work by applying ergonomics principles. Major topics include understanding work-related musculoskeletal disorders, identifying ergonomic challenges in the office, setting up an office workstation, selecting office equipment, and cost justifying ergonomic improvements. Whether your tasks include programming, call center work, or creating graphics, this book will help you make immediate adjustments with immediate benefits. **129 pages. \$19.95**

Ergonomics for Managers and Supervisors Pocket Primer

This convenient pocket-sized reference book provides industrial managers and supervisors with the basic knowledge and skills to improve ergonomic conditions and practices in the workplace. It includes methods for identifying ergonomic issues, and guidelines for designing a safer work environment, encouraging safe work behaviors, and responding to reports of discomfort or potential injuries. **138 pages. \$19.95**

Ergonomics for Employees Pocket Primer

This pocket-sized reference book provides employees with basic knowledge and skills to improve ergonomic conditions and practices in their workplace. The pocket primer discusses ways to identify poor ergonomic conditions, improve workplace safety, perform work in a safe manner, and identify signs and symptoms of musculoskeletal injuries. Includes action items, checklists, tips, and a glossary. **81 pages. \$19.95**

Publication Order Form

Ordering Information

Manual orders, shipped within the continental United States, will arrive via Ground service. Please allow 7–10 business days for delivery. Overnight service or international shipping is available at an additional cost. If you would like overnight service or an international shipment, please call Humantech at 734.663.6707.

I would like to purchase:

Ergonomics Manuals	Price	Quantity	Subtotal
Applied Industrial Ergonomics	\$350	x	=
The Handbook of Ergonomic Design Guidelines	\$385	x	=
Ergonomics for Laboratory Researchers and Technicians Pocket Primer (Ebook)	\$19.95	x	=
Ergonomics in the Office Pocket Primer	\$19.95	x	=
Ergonomics for Managers and Supervisors Pocket Primer	\$19.95	x	=
Ergonomics for Employees Pocket Primer	\$19.95	x	=

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Overnight or International Shipments	Call for Estimate		

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Name _____
 Account # _____ Expiration _____

Fax completed form to 734.663.7747
 or mail form to **Humantech, Inc.**,
 1161 Oak Valley Dr.,
 Ann Arbor, MI 48108 or
 Order online at
www.humantech.com



Ergonomics Training Resources

Our unique Human Performance Ergonomics approach provides a clear focus on value-added workplace improvements that produce quantifiable savings. Humantech delivers the right program for your company at the location of your choice. Take advantage of our hands-on, practical training. You'll gain easy-to-use tools, methods, and checklists you can immediately apply to develop solutions to your ergonomics challenges.

Industrial Ergonomics

Develop practical solutions for shop-floor challenges

Page 3

Lean Manufacturing Ergonomics

Apply lean improvements at the workstation level

Page 6

Office Ergonomics

Identify low-cost or no-cost improvements

Page 7

Contact us now for a training program designed to meet your needs!