



## EWI rolls out the red carpet: Office ergonomics training now available online!

*by Lorel Cook, Executive Assistant, EWI Works, Edmonton, AB*



EWI Works believes in taking advantage of the latest advances in technology to improve the delivery of our services. Now EWI is excited to announce the launch of our Online Office Ergonomics Training program!

Before now, our training sessions were conducted at the organization's facility, which often involved scheduling groups of approximately 15 to 20 employees at a time to take the course over one to two days. However, with an online training program, it is now easier and more cost effective to deliver an ergonomic training session, especially since it eliminates the need to remove large groups of staff from operational duties. The cost of lost production time is decreased, and in turn, makes the training stage of an ergonomic program more agreeable.

The program was developed with the help of Vancouver based Solocks.Com, a forward thinking Web-based training development company. Solocks.com has had over 25 years of experience in providing training to a broad range of industries and organizations. Their skills and expertise has created courses that meet standards required by government agencies, current laws and regulations, and professional and industrial associations. Working with EWI Works, Solocks.Com adapted the information from our recognized "Office Ergonomics for Employees" to create a Web-based course for our clients.

### How it Works

EWI Works' Office Ergonomics Training program teaches office workers the basic principles of ergonomics from the causes of injury to what adjustments they should make to their workstation to help reduce discomfort. The course is divided into sections with colorful graphics to visually illustrate important points. Each section is followed by a quiz to ensure the student is learning the course materials.



The interactive training package can be conveniently completed at the employee's own individual workstation, takes approximately 45 minutes to complete, and is available to the user for one year of unlimited use. The organization receives usernames and passwords for each student, and as the students take the course, their progress is monitored and marks are kept on file.

While online training does not completely replace a need for the initial visit and consultation of a certified professional ergonomist, it enhances the overall development and delivery of a cost effective and solid, results-based ergonomic program.

### How to order the course

The Office Ergonomics Online Training Program is available now. If you would like more information or would like to order the training package, please contact us at (780) 436-0024 or by email at [info@ewiworks.com](mailto:info@ewiworks.com). You can also try a demonstration of one of the many Web-based training programs developed by Solocks by visiting their Website at [www.solocks.com](http://www.solocks.com).

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### In This Issue




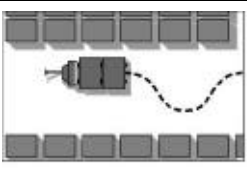

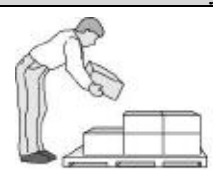
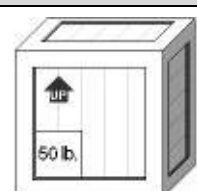
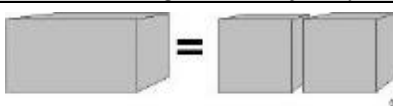
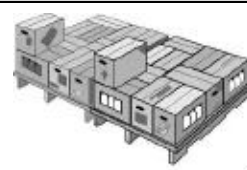

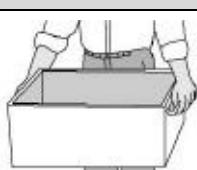



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Feature Pull-out checklist

**DESIGN PRINCIPLES FOR LIFTING & LOWERING TASKS**

(Adapted from NIOSH Elements of Ergonomics Programs – Toolbox Tray 9-D)  
 Modified by EWI Works – January, 2002

Optimize material flow through the workplace by:			
	<ul style="list-style-type: none"> <li>Reducing manual lifting of materials to a minimum.</li> </ul>		<ul style="list-style-type: none"> <li>Establishing adequate receiving, storage and shipping facilities.</li> </ul>
		<ul style="list-style-type: none"> <li>Maintaining adequate clearances in aisle and access areas.</li> </ul>	
Eliminate the need to lift or lower manually by:			
		<ul style="list-style-type: none"> <li>Increasing the weight to a point where it must be mechanically handled.</li> <li>Palletizing handling of raw materials and products.</li> </ul>	 <ul style="list-style-type: none"> <li>Using unit load concept (bulk handling in large bins or containers).</li> </ul>
Reduce the weight of the object by:			
		<ul style="list-style-type: none"> <li>Reducing the weight and capacity of the container.</li> <li>Reducing the load in the container.</li> <li>Limiting the quantity per container to suppliers.</li> </ul>	
Reduce the hand distance from the body by:			
	<ul style="list-style-type: none"> <li>Changing the shape of the object or container so that it can be held closer to the body.</li> </ul>		<ul style="list-style-type: none"> <li>Providing grips or handles for enabling the load to be held closer to the body.</li> </ul>
Convert load listing, carrying and lowering movements to a push or pull by providing:			
		<ul style="list-style-type: none"> <li>Conveyers</li> <li>Ball caster tables</li> </ul>	 <ul style="list-style-type: none"> <li>Hand trucks</li> <li>Four-wheel carts</li> </ul>

## After the ride: Exiting your vehicle properly

Adapted from EWI Works' training manual, ©Principles of Industrial Ergonomics.

When thinking about eliminating discomfort or reducing risk for injury when operating a vehicle, many people tend to overlook entering or exiting their vehicle. It is easy just to hop in and out of your car when running errands or jump out of your work truck to dash to a manager's meeting. But keep in mind that this is just as hard on our bodies, if done improperly, as sitting in the vehicle for a long drive.

Take a few minutes to enter and exit properly and you will see the difference.

In our Summer issue, we discussed how to safely enter a vehicle and prepare yourself for your journey. The following tips cover how to exit the vehicle properly after the ride.



### Types of Exits

Use a **backward exit** when the vehicle seat is higher than your hip/waist height and you have to step down to reach the ground. (Opposite to vehicle entry.)

- Slide the seat back in order to make exiting easier.
- Support yourself with your hands on the vehicle, such as on the door or seat, or use hand-holds if available.
- Bend at the hips and knees and keep your back straight.
- Ensure one foot is always in stable contact with the vehicle.
- Step onto the runner/step first, then onto the ground.
- Maintain your hand support on the vehicle until your feet are flat and stable on the ground and you are standing upright.

Use a **forward exit** when the vehicle seat is lower than your hip/waist height. (Opposite to vehicle entry.)

- Slide the seat back in order to make exiting easier.
- Swing legs one or both at a time so that you are sitting sideways.
- Slide forward on the seat in order to secure a solid footing on the ground.
- Support yourself with your hands on the vehicle.
- Utilize handgrips if available.
- Maintain a straight back, bend at your hips and knees, and position one foot slightly forward of the other to stand.
- Maintain hand support on vehicle until feet are flat and stable on the ground and you are standing upright.
- Ensure runners/steps are well maintained during the winter to reduce risk of slipping.

### General Recommendations

- If available, utilize the cruise control in order to relax the legs and back by sitting in an alternative position.
- Periodically remove or adjust the partial backrest to provide your back with a change of position.
- Frequently adjust the seat-back angle to provide your back with a change of position.
- Stretch to loosen stiff muscles after driving and to prepare the body for work.
- Move slowly after exiting the vehicle. Avoid sudden or extreme movement for the first few minutes.



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## What would you like to see in our next issue?

Whether it's ergonomic tips, the latest issues in ergonomics that impact your organization and industry, or where to find reliable sources for ergonomic information, send us your suggestions by email at [lcook@ewiworks.com](mailto:lcook@ewiworks.com).



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## Beat stress through balance

Adapted from AAROT's article, "Losing It?" (also adapted from CAOT Publications ACE 1999)



Stressed out? The folks at the Canadian Association of Occupational Therapists believe that the right balance between work and home life is the key. Here are some of their tips for keeping stress levels lower.

### Evaluate how much time you spend in each role.

Track your daily activities for one week to identify time spent working v.s. looking after yourself and doing leisurely activities. Where can you make realistic changes to create more balance?

### A hectic lifestyle means it is important to plan time wisely.

- Take time to sit quietly and think about the week ahead.
- Make a "to-do" list and highlight the most important activities in order to prioritize your time.
- Cross off completed tasks and focus on these accomplishments, not what you haven't completed.

### For your mental health, make sure you do what is meaningful to you.

- Make sure daily activities meet your physical, social, spiritual, emotional and intellectual needs.
- Write down each day one activity that you would most like to accomplish for yourself. Making this a priority allows other less important activities to be postponed or eliminated.

### Be realistic in setting your goals.

- What do you need to do to achieve these goals (delegate, create more time, etc.)
- Build a support system of colleagues or friends and help each other to live the lives you desire.

### Make your weekends work for you.

- Spread household activities out over the week, such as getting groceries or mowing the lawn, to leave your Saturdays free for an activity you enjoy.

### Look at your values.

- Build in the time for what is most important to you rather than acting on what you "should" do.
- Take time for yourself to refresh and recharge your own batteries or you won't be of help to anyone else!

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## Ergo Research: Staff Picks



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

A source for information regarding cumulative trauma disorders (CTD's) and repetitive strain injuries.

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

A good resource for up to date information regarding what's new in Ergonomics. Ergoweb provides a free subscription to weekly newsletters and lists ergonomics news items several times per week directly on the website. The site also offers information regarding products and contact information for each vendor.

[www.lni.wa.gov/wisha/ergo/Default.htm](http://www.lni.wa.gov/wisha/ergo/Default.htm)

The Washington State, Occupational Safety and Health Administration website summarizing the Washington State Ergonomics rule. The site has tools for use in ergonomics evaluation. Demonstration project summaries are made available to illustrate the practical examples of the implementation of the ergonomics rule.