

# IMPLEMENTING ERGOANALYST

## IDENTIFY → ASSESS → CONTROL → REVIEW

### 1. IDENTIFY - DESCRIBE AND PRIORITISE

1. Login to ErgoAnalyst via the login button in the top right corner of the ErgoAnalyst website.
2. Enter descriptive names for the manual tasks scheduled to be assessed in the ErgoAnalyst Identify page.  
Note: Only work on 1 to 3 (maximum) tasks at any one time.
3. Observe the manual task to be analysed at the workplace and collect relevant data. (I.e. videos & pictures, task frequency and duration, number of workers required, equipment availability, size, construction & weight, awkward postures or repetition cycles involved, etc). Engage the workers who perform the task to get their opinion on task factors (i.e. exertion, posture, movement patterns, exposure and environmental conditions).  
Note: You can use the ErgoAnalyst data collection form to help you collect the right data.
4. Enter all information on the task into the ErgoAnalyst Identify page (i.e. workplace, brief task description, extra information in the notes, and attach videos and/or pictures), and set the priority level.

### 2. ASSESS THE RISKS

1. Assess the task in the Assess page by colouring ALL body parts of the four figures (for each sub-task) and the environmental factors. Do asymmetrical assessment if the risks for the left and right sides are significantly different. **Remember to click the "Completed" button to date stamp when the task was assessed.**
2. If the level of risk does not warrant developing new controls, then state that the risk level is considered acceptable in the "Hazards to Control" area on the Control page and then set the priority level to "Completed" in the Identify page.
3. If new controls are warranted then determine which are the most critical factors that are causing the injury risks and why these are occurring. Enter these factors as control development focus questions (e.g. - How can we reduce the heavy exertion and awkward posture on the back when lifting 40 kg bags of cement from floor level?) in the "Hazards to Control" area on the Control page.

### 3. CONTROL - DEVELOP AND IMPLEMENT

1. Prior to the control development workshop, research possible controls. This might include; searching through the ErgoAnalyst databases, performing on-line searches, or asking operational staff or ErgoAnalyst staff to determine if there are any viable solutions that have already been developed.
2. Also prior to the control development workshop, develop the 2 PowerPoint task description and risks to control slides (i.e. slide 1 describes the task & slide 2 highlights the risk factors and focuses participants at the workshop on the risk factors that need to be addressed).  
Note: Ensure that these slides are sent to everyone who is attending the participative ergonomics control development workshop PRIOR to the workshop so they come prepared with potential control ideas.

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- Facilitate the control development workshop.
  - Attendees in the workshop should include representatives of; workers who perform the task, management who will authorise the implementation of the control, engineers if design changes are likely, etc.
  - Use the 2 PowerPoint slides to first describe the task (e.g. show the video and describe the important factors associated with the task), and then use the ErgoAnalyst assessment figures and the "Hazards to Control" questions on the second slide to highlight the critical risk factors that need to be controlled.
  - Brainstorm control options (e.g. via whiteboard), including elimination and keep working with all participants until a consensus is reached on the control options to be implemented. Note: If appropriate, a quick analysis of the potential controls can be done using ErgoAnalyst to help select the best control options.
  - Finally, an action plan to implement the control(s) MUST be developed at the workshop.
- Document if the task can be eliminated in the Risks To Control area and then enter descriptive details of the control in the Control Description area.
- Assess the injury risk of the proposed control in the Control Page. Note: If the manual task is eliminated clear the figures (i.e. make them Blue) so they indicate a 100% risk reduction.
- Perform a productivity analysis (i.e. costs vs benefits) in the Control page if possible.
- Enter the details of the action plan in the Action Plan area and set an email reminder for the due date.
- Ensure that you click the "Completed" button for the proposed control.**
- If appropriate, generate the ErgoAnalyst SnapShot report showing the injury risk reductions and productivity improvements of the proposed control as part of the business case help to implement the control(s).
- Follow up on the action plan until the control is implemented, and update information describing the control(s) and the Action Plan in the Control page as required.

## 4. REVIEW - DOCUMENT AND SHARE

- Once the control has been implemented and is in operation for a period of time, review and update the injury risks and productivity analysis if required. Note: *If the injury risk is still too high then develop modified controls by repeating the control development process.*
- Ensure that you click the "Completed" button for the implemented control.**
- Once the control has been fully implemented also ensure that you set the Action Plan progress to 100% and change the priority level on the Identify page to "Completed" (i.e. a Blue circle on the Task List).
- Download the EA-SnapShot Task Report from the Report section and save the PDF document as a backup.
- If you wish to share the solution we will help you develop a comprehensive and validated EA-SnapShot for free! Email ErgoEnterprises at [admin@ergoenterprises.com.au](mailto:admin@ergoenterprises.com.au) to get validation of all task data and to enable potential sharing of the control idea with other ErgoAnalyst members.

**Note: Don't forget to also perform Job and Workplace analyses and periodically use these reports to help benchmark your business risks and predict future injury rates and productivity levels ...**

**Contact us to find out more !**