

ERGOANALYST VERSION 2.0

Welcome to ErgoAnalyst v2.0 ! ErgoAnalyst v1.0 has served us and our members well over the past 12 years, but the time has come for a major upgrade. We have undergone extensive research, development and testing over the past 2 years and built EA v2.0 from 'the ground up', and now we are now ready to introduce you to the new Software as a Service (SaaS) system. **The following pages give a step-by-step process to using the software.**

We have been listening to our valued members with respect to the ErgoAnalyst software ... and we have also been busy developing additional tools that we hope our members will find useful. **Contact us if you would like training on the new ErgoAnalyst 2.0 software and/or system.** Some of the new features of ErgoAnalyst 2.0 include:

- A mobile adaptive software platform (i.e. no longer Flash based it's now built on HTML5) so that you can use it on tablets and smartphones. It will also dynamically adapt as you resize the browser window.
- A login page that dynamically updates to let users know how many active members are on the system, how many tasks have been assessed, how many controls have been developed, and how much money has been saved so far by ErgoAnalyst members from the implemented controls developed using ErgoAnalyst.
- Refined search tools to help you find the tasks you are looking for quickly by searching according to; tasks names, key words, time periods, area of the business, risk levels, etc.
- Risk assessment tools that now have the ability to more accurately evaluate the risk of injury from the analysis of up to four sub-tasks (with individual percentage weightings) within an overall task.
- Productivity tools that can be used to perform cost benefit analysis by calculating the profitability and return on investment associated with control measures ... Note: This is money saved above and beyond the money saved from avoiding the costs of injuries, although that can be accounted for as well if required.
- Action plans that now have reminders that will email staff to notify them if a control has not been implemented by the due date.
- There have also been several new reports developed as part of ErgoAnalyst v2.0.
 - As well as the comprehensive full report, EA v2.0 can now generate 1-page EA-SnapShots automatically.
 - The system also now has the ability to produce 1-page Job Reports that show the acute and cumulative injury risks associated with a job role by calculating the risk associated with as many individual tasks (all individually weighted) as you want. This can be easily updated with just a few clicks to assess risk with any combination of tasks (e.g. evaluating different job rotation effects) and it also calculates the overall risk reduction associated with all controls that have been implemented for those tasks.
 - Finally, a 1-page Workplace Report can now be generated to calculate and visually display; 1) the total Activity Profile (i.e. how many task have been identified, assessed & controlled across any area and time frame of the business), 2) the total and average productivity and return on investment gains achieved by all the implemented controls, and 3) the total injury acute and cumulative injury risk reductions achieved by the controls implemented across any section of the business or even across the entire business ... which can be used to predict the future reductions in lost time injury statistics (i.e. it's a lead indicator).
- A brand new integrated and extensive database of verified solutions where you can search for existing solutions across industry sectors, key words and/or risk profiles, (all presented as easily viewable 1-Page EA-SnapShots). This database can help you quickly and effectively implement controls that have already been proven to reduce injuries and/or improve productivity with other businesses.
- And much more ... but still designed to be easy to use and outcome focused.

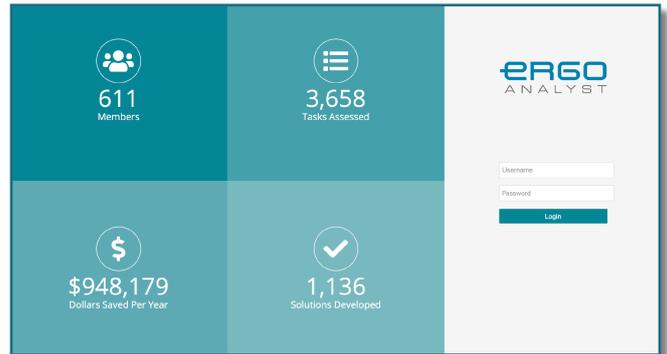


LOGIN

Click the ErgoAnalyst login button at www.ergoanalyst.com

The tiles show live data across all ErgoAnalyst users on:

- The current number of active members.
- The number of tasks assessed.
- The number of solutions developed.
- The dollars saved per year based upon the cost benefit analysis of the implemented controls.



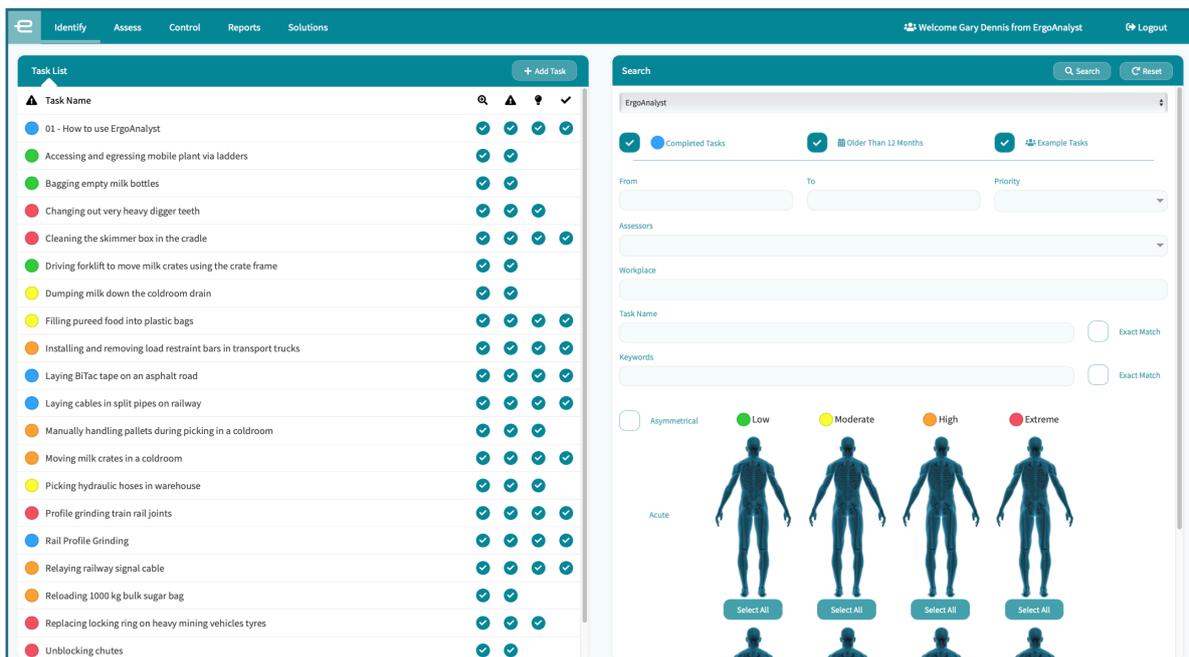
Enter your username and password (case-sensitive) and click the login button, which will then take you to the new Identification page that will load the tasks for your access Group(s).

Note: ErgoAnalyst Version 2.0 is completely mobile adaptive, so try it out on your tablet or smartphone. It will also resize and reformat as you adjust the window size on your browser.

IDENTIFY

SEARCH

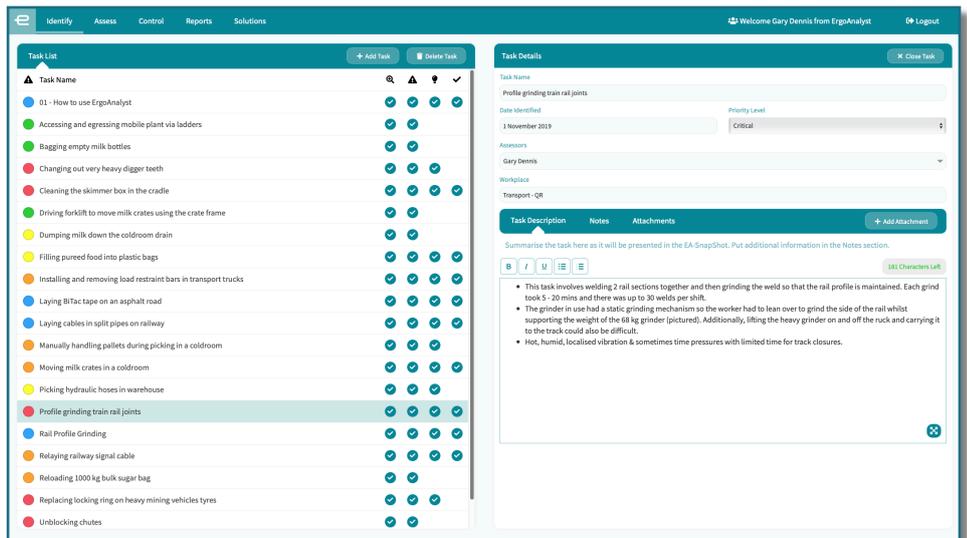
- The Task List on the left panel is sortable by clicking on the Priority, Identify, Assess, Controls Proposed and Controls Implemented icons at the top of the Task List. The ticks in the Task List track the day that item was completed; hover over the tick with your mouse to see the date. **Note: To add Completed Tasks and/or 12+ Months Old Tasks to the Task List, select these options at the top of the search panel and click Search.**
- Search for tasks meeting certain parameters by selecting them on the search panel on the right of screen and then click the Search button.
- The task name and keyword search (i.e. searches any text through all task files) now also have the ability to do an exact search or to search for multiple words in any order.



IDENTIFY

TASK DATA

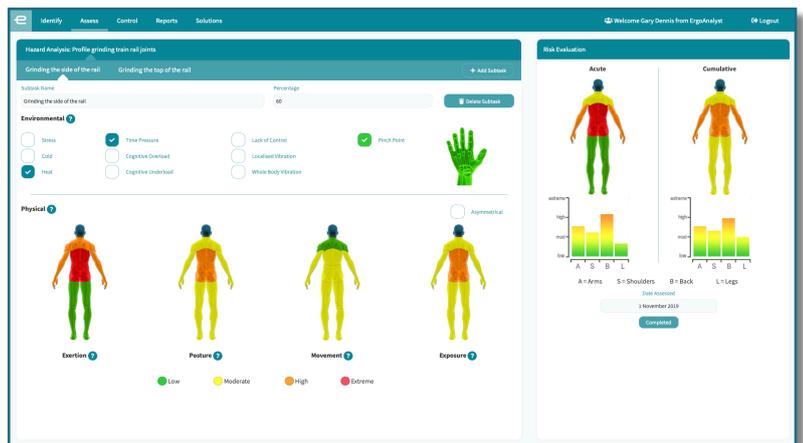
- To select a task, just click on it in the Task List, or add a new task by clicking on the Add Task button.
- Add Information about the task including dates, priority level, and task description by selecting the relevant area and typing or copying text into that box. Note: The task description area now has editing tools to add text highlighting, dot points or numbered lists. The Task Description box also counts the characters down from 750, which is the approximate amount that can fit into an automatically generated 1-page EA-SnapShot. Note: You can enter as much text as you like in the Task Description box it just might not fit on the EA-SnapShot, so it might be appropriate to put additional data in the Notes section.
- You can also Attach any type of files to the task. Whilst this still has the 10 MB limit, we have built in software on our servers that will automatically compress larger files. Also, remember to name the attached files appropriately.



ASSESS

RISK ASSESSMENT WITH SUBTASKS

- ErgoAnalyst assesses the acute and cumulative risks based upon the interaction of the Exertion, Posture, Movement, Exposure and Environmental factors associated with the task. **Note: Ensure that you colour ALL body parts of each figure.** New help menus to aid you in assessing each of these factors can be viewed by clicking on the "?" icons.
- ErgoAnalyst v2.0 also now has the ability to analyse the total risk when comprised of up to 4 subtasks within a task (e.g. performing the task at ground and shoulder heights). Just click on the Add Subtask button, give the subtask a name and also enter the percentage of time that that subtask comprises of the total task time. Note: The system will automatically confine the task to a total of 100%, so if you want to increase the percentage for one subtask you may need to decrease the percentage for one of the other subtasks first.
- Note: The order of the figures and body parts has changed slightly from ErgoAnalyst 1.0.
- Remember to click the Completed button once you have finished assessing the task, which will also date stamp the assessment in the Task List.**



CONTROL

RISKS TO CONTROL AREA

- Enter the "How can we:" text in the Hazards to Control area (note: copy to the control development workshop slide).
- Note: Click the "?" Help icon next to the Hazards to Control title to view the help menu that gives advice on the best types of controls to consider to reduce the different risk factors.
- The acute and cumulative risk figures on the right show the current risks before controls have been implemented so that you can quickly click back and forth on the Control page to visualise the risk reductions of potential controls.

NEW CONTROL AREA

- Click Add Control (4 max.) to add a new control option, or click on an existing control name to edit the data.
- Enter text in the Control Description area as you want it in the EA-SnapShot. **Note: Remember to also click the Completed buttons to add the dates that a control was proposed and implemented to the Task List.**
- Click on Control Assessment to assess the risks associated with the control. Note: The first time you enter this area ErgoAnalyst will copy the risk assessment from the Assessment page, then all you have to do is update the factors that are different ... this has been done to make it easier for users. You can change colours, environmental factors, percentages for each sub task ... or even delete or add subtasks.
- ErgoAnalyst now also has a productivity calculator to determine the financial Cost Benefit and Return on Investment time frames. Note: This productivity tool measures direct profit (i.e. 'money in the bank' above the additional savings from avoiding injuries). All data is entered in per annum figures (e.g. you may have to work out the hours saved per year and then multiply by the hourly rate of the employee). Click the Calculate button and ErgoAnalyst will give you a visual and quantitative figure of money saved.
- The Action Plan area now also enables users to set up reminders so if the Action isn't completed by the due date an email reminder will automatically be sent to the chosen email recipient.

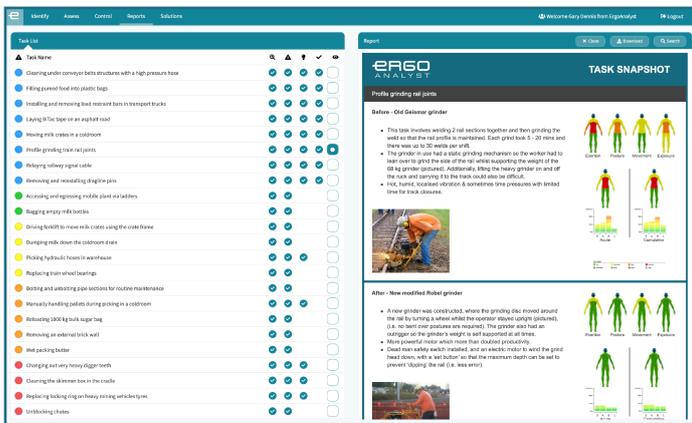
The screenshot displays the ErgoAnalyst software interface for the 'Control' section. The main area shows a hazard analysis for 'Profile grinding train rail joints' with a subtask 'Grinding the side of the rail' set at 60% percentage. Environmental factors like 'Heat' are checked, and physical factors like 'Exertion', 'Posture', 'Movement', and 'Exposure' are visualized on human figures. A 'Risk Reduction Estimates' panel on the right shows 'Acute' and 'Cumulative' risk visualizations and a table of risk reduction percentages.

Body Part	% Risk Reduction	Body Part	% Risk Reduction
Arms	50%	Arms	25%
Shoulders	38%	Shoulders	22%
Back	64%	Back	54%
Legs	23%	Legs	23%

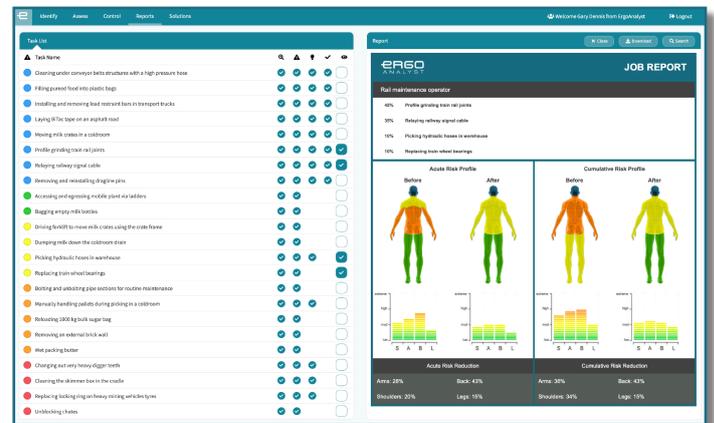
REPORTS

NEW - TASK, SNAPSHOT, JOB & WORKPLACE REPORTS

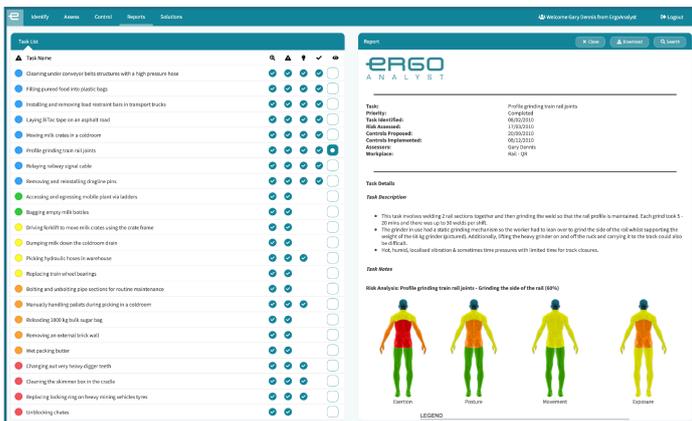
- The new ErgoAnalyst 2.0 software can calculate injury risks for staff performing multiple tasks and the total workplace risk profile ... it can now also automatically generate the 1-page EA-SnapShot report. These workplace reports can give information about any particular area of the business (e.g. the last 12 months or tasks in a particular area of the business) by first narrowing the task list by using the search tool.
- Each of these reports can be generated by first going to the Reports area and selecting the appropriate report from the dropdown menu on the right and then selecting the appropriate task(s) that you want to include in that report.
- The Job report enables you to select as many tasks as you like for a particular job and then determine what percentage of time each task takes as part of that job role. The report will then calculate and display the total injury risk to staff performing that job role and how much the injury risk has been reduced by the implemented controls.
- Likewise, the Workplace report will also show the risk reduction for multiple tasks, even all tasks across the entire business (all weighted evenly); but it will also display the Activity Profile for how many tasks have been identified, assessed and controlled to help keep track of progress, and how much the total and average productivity and return on investment has been improved with the implemented controls.
- Each of these reports can first be generated 'on screen' to view the output, and it can then also be downloaded to a secure pdf document to be saved and shared when required. Note: The text for the EA-SnapShot report can be altered in the Report section (to fit the 1-page EA-SnapShot) without altering the saved text in the identify area.



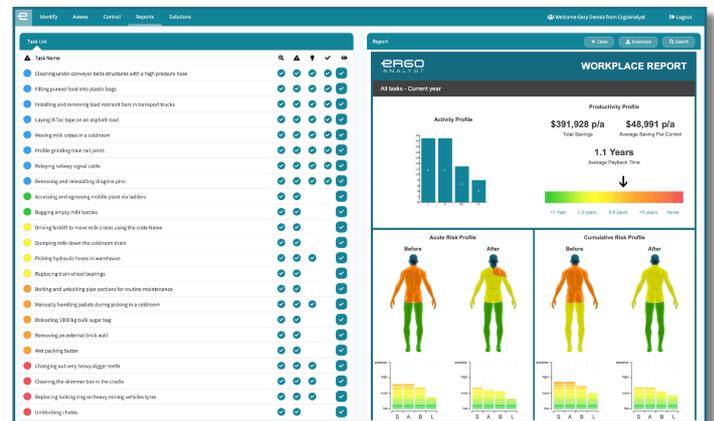
Task Report - EA-SnapShot



Job Report



Task Report - Full



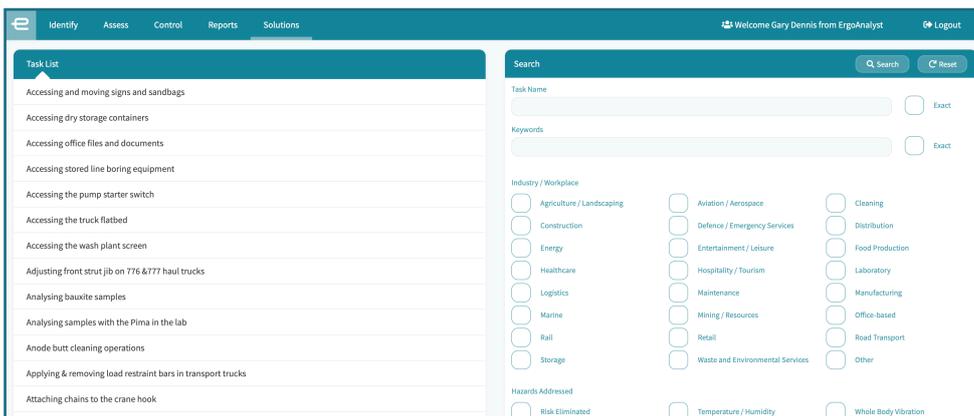
Workplace Report

SOLUTIONS

SEARCHABLE DATABASE OF EXISTING SOLUTIONS

- The database of 100s of solutions that have already been successfully developed and implemented by other ErgoAnalyst members has now been integrated into the ErgoAnalyst 2.0 software.
- The full list of tasks that have an approved solution with an associated certified EA-SnapShot are displayed in the Solutions List on the left. By clicking on the name of any of these tasks the search panel on the right will change to display the EA-SnapShot that; describes the task and control, displays the visual ErgoAnalyst thermal body maps and quantified risk reduction percentages, and gives the productivity improvements associated with the control.
- You can download and save any of these EA-Snapshots by clicking on the Download button, and you can go back to the Search page by clicking on the Close button.
- If you wish to narrow the Solutions List to only show solutions relevant to your task, then select the appropriate parameters (e.g. task name, keywords, industry type and/or risk factor that is controlled) on the Search tool on the right of screen and click Search.

Note: If you have a solution that you wish to share with the rest of the ErgoAnalyst community please let us know and we can verify the control and develop a detailed EA-SnapShot for you.



Search for solutions via:

- Keywords
- Industry type
- Hazard type controlled

Review and download solutions presented as 1-page EA-Snapshots

