# 1. PLAN

# 2. TRAIN

# 3. IDENTIFY

# 4. Assess

# 5. CONTROL DEVELOPMENT

# 6. CONTROL

# SOLVED

#### Purpose

It is essential to have an implementation strategy that is tailored to suit your particular business.

This plan should consider:

- · who is involved
- how many tasks are to be assessed
- where workshops are conducted
- · who is to be trained
- who the EA-Facilitators will be and how are they to be trained
- ensuring mangers and workers understand and buy in to the process
- · KPIs and targets
- Time and \$ commitment
- Etc

#### Purpose

Appropriate training for both the EA-Facilitators and workers is essential to ensure that the most effective solutions are developed.

EA-Facilitators training enables them to:

- Understand the real causes of injury so that they can effectively facilitate assessments and control workshops
- Deliver effective training to workers and managers in manual task risk management
- Have appropriate facilitation skills
- Have the skills necessary to deliver results

Manual task risk management training given to the workers and managers enables them to understand the process and participate in the ErgoAnalyst PE system

#### Purpose

A comprehensive list of the potentially hazardous manual tasks across the business is essential for success. These tasks can then be prioritised according to:

- The level of acute and cumulative injury risk
- The number of workers exposed
- How often he task is performed
- The potential for controls to be developed in a short time period
- Etc

Once this list has be developed then the highest priority tasks can be entered into ErgoAnalyst to be scheduled for assessment and control development

#### Purpose

The main aim of the risk assessment is not just to assess the risk, but help to develop effective controls, and to evaluate those potential controls to determine how much risk reduction is being obtained compared the expense of implementing that control

The assessment tools used must:

- Include all risk factors (e.g. exertion, exposure, posture, movement patterns) and be able to calculate both the acute and cumulative risk
- Be simple to understand by all workers and visually represent the risk so that controls can be effectively targets at the cause of the risk
- · Quick to perform
- Easily assessable in a centralised searchable database
- ErgoAnalyst does all this and more!

#### Purpose

Once the ErgoAnalyst assessment of a task is performed, a brainstorming process that focuses on controls that effectively target the main causes of the risk (shown in the ErgoAnalyst risk assessment) is performed

Potential controls are then systematically evaluated for the viability of the control by comparing the risk reduction estimates calculated by ErgoAnalyst versus the expense via a cost-benefit analysis

Once the best control option(s) have been selected then an action plan is put into place with accountabilities and timelines.

#### Purpose

The control implementation phase is the most important part of the process. Until effective controls are in place there is no reduction in injury risk

Most importantly, Action Plans and KPIs can help to ensure that potential controls are realised

It is important to remember that some trialling of potential controls may be necessary

Once in place the task should be reassessed using ErgoAnalyst to determine the risk reduction that has been achieved and the productivity improvements measured

#### Purpose

Controls should reduce the risk of injury and should maintain or improve productivity.

It is important that any effective control be shared with the wider ErgoAnalyst family, so that others can lean from you.

Ensure that all information and attachments (pictures, videos, etc) are complete in the system

Consider letting EA look over the task so that it can be shared.

Periodic review of the task may be necessary so that it can be further improved in the future.

Anything worth doing is worth doing poorly ... until you learn to do it well!

# **Business Requirements**

- Develop a detailed implementation plan that is effective for your business
- Set implementation timelines and targets
- Ensure time and funds are adequate
- Present the system to managers and supervisors and get their support

#### **Business Requirements**

- Choose EA-Facilitators and have them trained by ErgoEnterprises
- Allow the EA-Facilitators to train appropriate workers and managers

#### **Business Requirements**

- Develop a risk register of all potentially hazardous manual tasks
- Collect all relevant information on those tasks;
   e.g. detailed task description, equipment details, photos and videos as required

## **Business Requirements**

- Get an appropriate working party together to perform the risk assessment, including; workers, managers, engineers and specialist ergonomist as required
- Schedule time for the risk assessment to take place

## **Business Requirements**

- Allow the working party to perform a control development workshop and analysis
- Allow time for potential solutions to be evaluated, researched and examined and trialed further if required.
- Lock down an action plan for implementation.

## **Business Requirements**

- Ensure that the Action Plans are followed until the controls are in place and are effective
- Perform a post implementation ErgoAnalyst assessment to ensure that the level of risk reduction is achieved or better than the proposed

# **Business Requirements**

- Check to ensure that all information is in the system and that you are getting the results you want.
- Review periodically.
- Allow ErgoEnterprises to share the control with the rest of the ErgoAnalyst community.

#### **ErgoEnterprises Support**

 ErgoEnterprises has helped many businesses from small to global companies develop ergonomic systems, and we can help you build a bespoke implementation model and plan to ensure success in your business

#### **ErgoEnterprises Support**

- On-line training provided through the system
- More in depth Face-2-Face training is also available to ensure even better results
- Note: Traditional manual handling technique-based training (i.e. 'How to Lift') does NOT work!

#### **ErgoEnterprises Support**

 ErgoEnterprises can audit the worksite to develop a full list of potentially hazardous manual tasks, they can also help to prioritise these tasks

### ErgoEnterprises Support

 The role of the assessor is to facilitate the risk assessment. It is an art perfected over time. ErgoEnterprises can help mentor and up-skill your EA-Facilitators so that they get the best results

#### **ErgoEnterprises Support**

 Facilitating the brainstorming and control refinement process requires skills that are developed over time. ErgoEnterprises can help mentor the EA-Facilitators as well as help with engineering solutions and searchable solutions in ErgoAnalyst

# **ErgoEnterprises Support**

- ErgoEnterprises has had extensive experience in developing controls across a wide range of industries, and combined with our engineering background we can help you develop potential controls.
- Just give us a call!

## ErgoEnterprises Support

 Let us know if you have a great solution. We love to hear about your success, and would love to promote you and your control.