

# 2 Simple Steps To Introduce and Improve Ergonomic Processes in your Workplace



## "Your Guide To Developing an Ergonomics Process" Kit

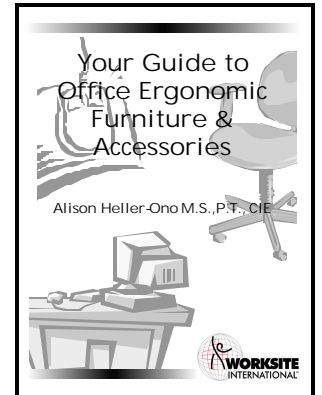
### The Kit Includes:

- COMPREHENSIVE GUIDEBOOK
- CD ROM WITH ALL ESSENTIAL FORMS
- 7 COPIES OF THE TEAM WORKBOOK

## "Your Guide To Office Ergonomic Furniture and Accessories"

### The Guide Includes:

- PROS & CONS OF OFFICE ERGONOMIC FURNITURE & ACCESSORIES
- OFFICE WORKSTATION MODEL
- SELF-ASSESSMENT SURVEY
- QUICK FIXES TO COMMON OFFICE PROBLEMS



BY ALISON HELLER-ONO, M.S., P.T., CIE  
WORKSITE INTERNATIONAL, MONTEREY, CA

### Why You Need An Ergonomics Process...

Cumulative Trauma Disorders (CTDs) and Repetitive Motion Injuries (RMIs) are increasing at an alarming rate. CTD occurrences decrease productivity and often result in costly employee disabilities—up to \$100,000.00. RMIs ARE PREVENTABLE through ERGONOMICS—matching the work environment to the worker's abilities and limitations.

### How This Kit Can Help You

This valuable guide presents all aspects of a comprehensive ergonomics process, outlining federal and state (CAL) OSHA requirements, to assist in the process of reducing workplace injuries and illnesses related to cumulative disorders and poor ergonomics. This kit serves as a corporate ergonomics program guide that can be used throughout your organization.

### The Kit Also Contains:

- Three overhead kits for training and presentations.
- Basic policies and procedures for starting an ergonomics program.
- Guidelines for forming your ergonomics task force.
- An ergonomics evaluation process with necessary forms for assessing office, material handling and laboratory ergonomic issues.
- Sample announcements to ensure participation with successful outcomes.
- And much more.

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BACK GUARANTEE**

### An Introduction To the Guide

In our efforts to reduce the onset of CTDs and RMIs, many employers purchase ergonomic furniture and accessories hoping it will relieve employee discomfort and improve productivity.

- How do you know you are buying the right equipment for the employee?**
- Are you sure it will fit properly into the workstation?**
- Will the employee be able to understand how it is used once it is installed and benefit from its use?**
- Can the product you selected cause additional harm to the employee?**

Just because a product is labeled "ergonomic" doesn't necessarily mean it will increase comfort and productivity. This guide can assist you in selecting, buying and installing the right product for the right situation, eliminating much of the guess work occurring today.

### How This Guide Can Help You

This guide is dedicated to assisting the many end-users, facility managers and purchasing managers in obtaining proper ergonomic furniture and accessories. It also is designed to assist supervisors and managers who are involved in product purchase and employee education on safe work practices.

### The Guide Also Includes:

- Facilities and purchasing Manager Tools
- Office Ergonomics Educational Websites and Online Training Tools
- Industrial Ergonomics Accessory Vendors
- National and Bay Area Ergonomic Furniture And Accessory Vendors

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# The Author



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About The Author – Alison Heller-Ono  
Alison Heller has more than 13 years experience in the field of industrial physical therapy and rehabilitation. Before forming WORKSITE INTERNATIONAL in 1993, Ms Heller worked as a clinical rehabilitation specialist in orthopedics. She earned her Master of Science degree in Physical therapy and received training in Manual Therapy in Holland for the evaluation and treatment of musculoskeletal disorders. In February 1996, she received her certification as a Certified Industrial Ergonomist (CIE) from the Oxford Research Institute with a specialty as an Ergonomics Program Education Specialist. She is also a Certified Disability Analyst and Fellow through the American Board of Disability Analysts.

## ERGONOMICS PUBLICATIONS ORDER FORM

Product	Cost	Quantity	Total
Your Guide To Developing An Ergonomics Process Kit With Guidebook, CD ROM and 7 Team Workbooks	\$399.00		
Your Guide To Developing An Ergonomics Process <b>Team Workbook</b>	\$25.00		
Ergonomics Process Kit Y2K Revisions Pack	\$39.95		
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