

# Ergonomics Training Resources

2012 Edition



# Improve Productivity and Accelerate Health and Safety Excellence



Humantech course participants tell us our experienced ergonomists offer the best, most effective ergonomics training available. For industrial, lab, or office environments, Humantech—the largest consulting team of Board Certified Professional Ergonomists in North America—provides the tools and resources to make simple and effective human performance improvements in the workplace. Our easy-to-apply problem-solving methods and cost justification data ensure that you'll develop the practical knowledge you need to identify ergonomics challenges, find the right solutions, and gain the support required to implement them. Our unique Human Performance Ergonomics™ approach provides a clear focus on value-added workplace improvements that produce quantifiable savings.

## The Humantech Difference in Training

### Skilled Ergonomists and Experienced Trainers

Humantech trainers are experienced ergonomists who implement ergonomics programs and practical, cost-effective workplace improvements every day. Each year, we deliver over 300 multi-day training sessions specifically tailored to our clients' needs, providing them with the knowledge and skills necessary to successfully drive their ergonomics programs. Our consultants specialize in Human Performance Ergonomics across a wide variety of workplace settings, from production and assembly to food processing to distribution and transportation.

### Practical Approach to Training

Designed for adult learning, our training emphasizes hands-on practice with easy-to-use problem-solving tools. Your trained staff can immediately solve real-world problems more efficiently and support a low-cost, high-impact approach to managing ergonomics.

### Training Programs to Fit Your Specific Needs

Humantech customizes every training program to teach your staff to solve actual ergonomic challenges in your company. We continually update and test our training programs and materials to ensure that you exceed your educational goals. Humantech delivers the right program for you at the location of your choice.

### Continuing Education Credits

Humantech training courses are approved for continuing education credits by numerous professional associations. Participants may apply for credit from professional associations with an official certificate of completion they will receive at the end of each course.

“Thanks to your experience, enthusiasm, and great attitude, the course was informative and enjoyable for our crew—one of the many reasons I’m a believer in Humantech.”

Debra McDaniel  
Health & Safety Manager  
Columbian Chemicals Company

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# Industrial Ergonomics

Industrial environments vary from factories, with hundreds of operators performing short-cycle jobs, to field personnel conducting non-routine tasks. Humantech's ergonomics training courses provide the tools and techniques to identify issues, prioritize challenges, and implement low-cost, high-impact solutions in a variety of settings.

## Applied Industrial Ergonomics

Humantech ergonomists are experienced in finding practical solutions to shop-floor challenges and can teach you to spot and resolve developing ergonomics concerns. Hands-on problem-solving methods and on-site assessment exercises will help you recognize, evaluate, and control ergonomic risk in the industrial environment. This comprehensive course, our most popular training program, is available in other languages.

### How You Will Benefit

- Make breakthrough improvements to health and safety metrics including workers' compensation costs
- Improve productivity and profitability through ergonomic solutions
- Implement value-added workplace improvements that produce quantifiable savings

### What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Identify ergonomic issues and solutions using the Ergonomics Hit List®
- Accurately apply various ergonomic assessment tools including the BRIEF™ Survey
- Prioritize ergonomic improvements to maximize return on investment

### Who Should Attend

Those interested in improving industrial ergonomics, including:

- Health and Safety Professionals
- Ergonomics Committees
- Plant Engineers

### Course Materials

Each participant receives Humantech's **Applied Industrial Ergonomics** manual, which includes ergonomic guidelines and illustrations. A CD that contains assessment tools and checklists covered in the course will also be provided.

**Course Length:** 1-3 days

### Continuing Education Credits

CM (ABIH): 1.34-4.01 ▪ COC (BCSP): 0.5-1.5 ▪ Other: Apply with certificate provided

### Related Courses

#### Ergonomics for Managers and Supervisors

**Course Length:** 2-4 hours

**Learn:** How you can apply ergonomics to achieve your goals in production, quality, health, and safety

#### Ergonomics for Employees

**Course Length:** 1 hour

**Learn:** No-cost and low-cost methods for removing workplace barriers to health, comfort, and productivity



### Course Synopsis

#### Day 1

Human Performance Ergonomics  
Risk Factors for WMSDs  
The Ergonomics Hit List® and  
BRIEF™ Survey

#### Day 2

Manual Material Handling  
The NIOSH Lifting Equation  
Prioritizing Ergonomic Risk  
Ergonomics Process Management

#### Day 3

Ergonomics Cost Justification  
Job Improvement Process  
90-Day Action Plan  
On-Site Assessment

“Great course! Great results!  
We reduced our OSHA  
Recordable Incidence Rate to  
less than 40% of what it was  
five years ago, reduced our  
workers' comp costs, and  
increased productivity.”

Steve Karington  
Safety and Facilities Manager  
DENSO Sales, California

# Industrial Ergonomics



## Course Synopsis

### Day 1

Introduction to Ergonomics  
Ergonomic Assessment and  
Root Cause Analysis  
Evaluating Ergonomic Risk Factors  
Manual Material Handling  
Shop Floor Evaluations

### Day 2

Ergonomic Design Guidelines  
Cost Justifying Improvements  
Group Case Study

“The instructor did an excellent job in our Advanced training. I’ve never had so many unsolicited comments from people as I had with this class. Our instructor was extremely knowledgeable about the subject and has the personality to blend with the audience. Thanks for sending her.”

Jerry Williams  
Engineering Services Manager  
Miller Brewing Company

## Advanced Ergonomic Design Workshop

Introduce ergonomics into the design and selection of workstations, tools, and equipment for the ultimate low-cost, high-impact effect. **Advanced Ergonomic Design Workshop** provides engineers with the criteria to make breakthrough improvements in productivity, process reliability, and operator health and safety. Participants focus on the equipment design process, emphasizing simple evaluation tools, clean-sheet design checklists, and easy-to-implement changes.

### What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Perform ergonomic risk assessments using the BRIEF™ Survey
- Apply ergonomic design guidelines to workstations and tools
- Evaluate proposed and existing equipment for good ergonomic design

### Who Should Attend

Those interested in improving human performance, including:

- Manufacturing Engineers
- Industrial Engineers
- Process Engineers

### Course Materials

Each participant receives Humantech’s **The Handbook of Ergonomic Design Guidelines**. An outstanding reference tool, it includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

**Course Length:** 1-2 days

### Continuing Education Credits

CM (ABIH): 1.34-2.67 ▪ COC (BCSP): 0.5-1 ▪ Other: Apply with certificate provided

## Ergonomics Awareness Train-the-Trainer

**Prerequisites:** Experience conducting classroom training and prior attendance in the Applied Industrial Ergonomics training course.

Employees responsible for raising ergonomics awareness among both new and existing employees will benefit from this eight-hour course. As a result of the Train-the-Trainer course, you will be able to conduct one-hour introductory awareness training sessions for frontline employees to help them understand ergonomics issues in the workplace.

### What You Will Learn

- Conduct a one-hour ergonomics awareness training session
- Customize ergonomics awareness training to fit your work environment

### Who Should Attend

Those interested in establishing and delivering ergonomics awareness training, including:

- Health and Safety Professionals
- Ergonomics Committees
- Training Staff

### Course Materials

Each participant receives Humantech’s **Ergonomics Awareness Train-the-Trainer** manual containing detailed course agenda, slides, and training script.

**Course Length:** 1 day

### Continuing Education Credits

CM (ABIH): 1.34 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided

## RAPID Team Events®

RAPID Team Events® include four days of focused team effort that result in numerous real-time ergonomic improvements supplemented by action plans for future improvements and quick follow-up. The spotlight is on implementing practical solutions in a truly participative approach, taking advantage of the skill sets of your team.

### How You Will Benefit

- Evaluate 15 to 30 jobs using RAPID tools
- Implement 20-45 improvements by the end of the event
- Identify additional improvements for implementation within 30, 60, and 90 days
- Gain momentum that carries your program well beyond the 30-, 60-, and 90-day timeframe

### What You Will Learn

- Make quick, simple improvements to ergonomic conditions that improve the safety, productivity, and quality of life of your employees.
- Launch an initiative that allows your ergonomic process to gain a visible foothold at the site.

### Who Should Participate

A cross-functional team, including:

- Operators/Employees
- Maintenance and Facilities Professionals
- Engineers (Process, Industrial, Mechanical, and Design)
- Supervisors and Managers
- Health and Safety Professionals
- Lean Team Members

### What is the RAPID Process?

- Simple, rules-based approach: Find It – Fix It – Check for Success
- Leverage existing roles and abilities
- Maintain a RAPID but accurate pace

### The RAPID Team Events® Agenda

#### Day 1: Prepare

Kick-off Meeting  
RAPID Training

#### Day 2: Evaluate

Line-Side Evaluation  
Action Planning

#### Day 3: Implement

Implement Improvements  
Refine Action Plans

#### Day 4: Present Results

Develop an Implementation Plan  
Present Results



“RAPID Team Events® empower employees to be part of a positive change on the shop floor, and the improvements these events generate are immediate and highly visible. These types of events are the catalysts that shape and energize our ergonomics teams toward an ongoing ergonomic risk reduction process.”

Paul Kubicek  
Safety Director  
Bemis Company, Inc.

# Office Ergonomics



## Course Synopsis

Human Performance Ergonomics

Understanding Workplace  
Musculoskeletal Disorders (WMSDs)

Office Ergonomic Challenges and  
Low-Cost Solutions

Equipment Selection Guidelines

Train-the-Trainer Session

“This was one of the best training seminars I have ever attended. Practical information and good tools to solve work problems.”

Gretchen Hill, RN  
Case Manager  
Ohio Employee Health Partnership

Today's office workplace is complex and dynamic, constantly evolving in response to emerging technologies and the needs of employees and customers. Managing the modern office workplace includes a challenge to maintain a stimulating and healthy work environment for your employees. Office ergonomics is made easy when you utilize Humantech's systematic approach to identifying and resolving ergonomic issues with no-cost and low-cost solutions.

## Applied Office Ergonomics

Are your employees sitting in chairs that support their bodies for the work they do? Is the equipment they use arranged for easy maneuverability and productivity? Humantech ergonomists provide guidelines so you can answer these and many other ergonomics questions. You can improve your office workstations to achieve a comfortable, healthy, and productive work environment. Included in the course is a section on how to deliver high-impact, basic ergonomics awareness training for your office staff. Capability in both content and presentation style is emphasized.

### How You Will Benefit

- Improve health, safety, and productivity for computer users
- Save time and money with over 100 office ergonomic improvements
- Streamline office assessments with easy-to-use checklists

### What You Will Learn

- Recognize and prioritize ergonomic challenges in your office
- Identify simple and effective ergonomic improvements you can make
- Accurately apply various office ergonomic assessment tools
- Select workstations and office accessories for better productivity and for health and safety
- Conduct basic office ergonomics awareness training programs

### Who Should Attend

Those interested in improving office ergonomics, including:

- Health and Safety Professionals
- Ergonomics Committees
- Facilities Professionals

### Course Materials

Each participant receives Humantech's **Ergonomics in the Office Pocket Primer** which includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

**Course Length:** 1 day

### Continuing Education Credits

CM (ABIH): 1.34 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided

### Related Courses

#### Office Ergonomics for Managers and Supervisors

**Course Length:** 2-4 hours

**Learn:** How you can apply ergonomics to the office workplace, and the impact of ergonomics on productivity

#### Ergonomics for Office Employees

**Course Length:** 1 hour

**Learn:** Basics of how ergonomics applies to the office workplace

# Specialty Courses

Humantech offers ergonomics courses designed for the specific needs of several key groups. Specialty courses provide tailored course manuals, presentation materials, and case study exercises to ensure that participants gain the skills they need to be successful in meeting their particular ergonomics needs.

## Applied Laboratory Ergonomics

Laboratories that have been redefined in terms of ergonomic acceptability realize gains in human performance, testing accuracy, and productivity. This course focuses on the application of ergonomics principles to existing and proposed lab work areas. Simple assessment tools are provided along with solutions to numerous laboratory ergonomics challenges.

### What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Evaluate lab work areas and equipment for good ergonomic design
- Recognize ergonomic risk factors and identify improvements specific to microscopes, pipettes, controlled environments, volumetric handling, manual material handling, and lab workstations

### Course Materials

Each participant receives Humantech's **Ergonomics for Laboratory Researchers and Technicians** Ebook.

**Course Length:** 1-2 days

### Continuing Education Credits

CM (ABIH): 1.34-2.67 ▪ COC (BCSP): 0.5-1 ▪ Other: Apply with certificate provided

### Who Should Attend

Those interested in improving ergonomics in laboratories, including:

- Lab Managers and Lab Designers
- Health and Safety Professionals
- Ergonomics Committees



“Excellent insight into addressing ergonomic risks in the laboratory.”

Karen Kearns  
Senior Staff IH and  
Ergo Issues Manager  
Union Carbide Corporation

# Specialty Courses



## Course Synopsis

### Day 1

- Lean and Ergonomics
- Ergonomics and Waste
- Identifying Lean and Ergonomics Issues
- Evaluating Ergonomic Risks

### Day 2

- Ergonomic Design Guidelines
- The Ergonomics Improvement Process
- Leveraging Ergonomics in Your Lean Initiative

## Applied Lean Ergonomics

Build ergonomics into your lean agenda. Companies are finding that Humantech's unique tools for lean and ergonomics result in quick gains in lean metrics and health and safety performance.

This offering from Humantech provides attendees with the skills to leverage ergonomics principles in lean manufacturing activities to optimize workplace improvements. The course is intended for organizations that are actively applying lean principles and includes tools for improving the workplace with both simple observation and detailed analysis.

### How You Will Benefit

- Dramatically increase productivity with low-cost work cell improvements
- Discover and eliminate hidden waste by harnessing the power of operator involvement
- Reduce costs and improve quality by maintaining a stable and healthy work force

### What You Will Learn

- Quickly identify simple improvements for lean and ergonomics
- Ensure that lean gains do not result in health and safety losses
- Discover untapped opportunities for improving lean at the workstation

### Who Should Attend

Those seeking to optimize human performance within a lean initiative, including:

- Lean Champions and Lean Team Members
- Subject Matter Experts for Ergonomics or Human Performance
- Health and Safety Professionals
- Manufacturing and Industrial Engineers

### Course Materials

Each participant will receive a copy of Humantech's **Applied Lean Ergonomics** manual. This valuable resource includes ergonomic guidelines, illustrations, assessment tools, and checklists covered in the course.

**Course Length:** 2 days

### Continuing Education Credits

CM (ABIH): 2.67 ▪ COC (BCSP): 1 ▪ Other: Apply with certificate provided

## LEAP Point Kaizen

Find and fix workstation issues with this one-day continuous improvement event. Participants learn and apply Humantech's LEAP (Lean Ergonomics Accelerated Performance) Assessment Form to drive improvements for both ergonomics and lean performance. Typically, small teams can identify up to a dozen low-cost workplace improvements and implement several by the end of the day!

### Course Synopsis

- Introduction to the LEAP Assessment Form
- Find It – identify improvements through observation and interviews
- Fix It – implement immediate improvements and plan others
- Present results

## Design for Ergonomics in Assembly

Identify ergonomic problems before they occur and implement practical solutions into clean sheet design. Humantech's hands-on approach provides participants with problem identification strategies, ergonomic and economic analysis tools, and product design skills to develop product-specific ergonomic design rules that can be applied throughout the company.

### What You Will Learn

- Identify factors contributing to workplace musculoskeletal disorders
- Explain specific ergonomics principles that apply to product design and assembly
- Accurately apply ergonomic assessment tools for product design
- Identify appropriate design guidelines for workstation and tool design and manual material handling
- Evaluate proposed and existing equipment for manual design efficiency and ergonomic design

### Who Should Attend

Those interested in applying ergonomics principles to product design, including:

- Product Engineers
- Product Designers
- Product Development Teams

### Course Materials

Each participant receives Humantech's **Design for Ergonomics in Assembly** manual, which includes guidelines, illustrations, and assessment tools, covered in the course.

**Course Length:** 1 day

### Continuing Education Credits

CM (ABIH): 1.34 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided

## Other Specialty Courses

### Deploying an Effective Ergonomics Initiative

**Prerequisites:** Prior attendance in the Applied Industrial Ergonomics training course.

Designed for the site ergonomics coordinator, this course will move you beyond the basic assessment skills to an action plan for building a successful, results-driven ergonomics process. You'll learn to develop the infrastructure for sustained success, establish measures of progress, and build on existing manufacturing excellence initiatives to accelerate ergonomic improvements.

**Course Length:** 1 day

### Continuing Education Credits

CM (ABIH): 1.34 ▪ COC (BCSP): 0.5 ▪ Other: Apply with certificate provided



"I can't wait to take this information back to my plant and get started."

Holly Wootton  
HSE Coordinator  
Cintas Corporation

# Public Ergonomics Seminars



In addition to on-site training programs, Humantech offers open-enrollment courses at various locations each year. It's a great way to train one or a few employees. The 2012 public seminar schedule is below. Complete details and online registration can be found at [www.humantech.com/resources/seminars](http://www.humantech.com/resources/seminars).

## Applied Industrial Ergonomics

This two-day course introduces a job improvement process integrating simple assessment tools, low-cost and high-impact solutions, and productivity improvements. The program is intended for health and safety professionals, ergonomics committees, and manufacturing engineers.

## Advanced Ergonomic Design Workshop

This new course is labeled "Workshop" for a reason. We take you beyond the identification and assessment of ergonomic risk, and head into "designing out" the risk in the first place. Through group activities and a unique simulation exercise, you'll learn specific design guidelines for workstations, tools, controls and displays, and manual material handling; how to apply ergonomics criteria to equipment design; and how to evaluate proposed and existing equipment.

### 2012 Courses, Locations, and Dates

	Applied Industrial Ergonomics	Advanced Ergonomic Design Workshop
Ann Arbor, MI	April 24 - 25	
	June 19 - 20	June 21
	September 18 - 19	September 20
Los Angeles, CA	April 17 - 18	
	October 2 - 3	
San Antonio, TX	October 2 - 3	
International		
London, UK	May 22 - 23	
Birmingham, UK	November 6 - 7	
Alberta, Canada	Spring 2012	
	Fall 2012	