

Poor Office Ergonomics Costs You Money!

How much do you spend every year as a result of poorly designed furniture, equipment, and work environments? Every year, Canadian workplaces, in all sectors, private and public, spend **billions** of dollars to cover the costs of injuries related to poor design. **Millions** of work days are lost because of the mismatch between the worker and his/her work. Poorly designed workplaces lead to lower productivity, reduced efficiency, increased errors and low job satisfaction.

Office Work Can't Hurt You – Right?

Many people think that because office workers don't wear hard hats, work with power tools or, typically, lift heavy objects they won't get hurt. This is not only **incorrect** it can be a very costly point-of-view!

By its very nature, today's office work environment leads to discomfort, pain and injury. Many office workstations are designed and set-up so workers must adopt and hold awkward body postures for long periods of time, or repeat them again and again. Office work is often organized so that people spend long periods of time sitting in the same posture, with very little whole body movement but lots of repetitive movement of fingers, wrists, arms and neck. It is the very lack of whole body movement, combined with awkward postures that contribute to the discomfort and disorders reported by office workers!

Good Office Ergonomics Saves You Money!

Good office ergonomics is more than just providing an adjustable chair. Good office ergonomics means ensuring that the worker's workstation is designed and set-up both for the worker and for the task that he or she is performing. For the worker, workstation components should be designed to maximize comfort, allow for good working postures, promote movement, and enhance performance.

There are many benefits to be gained from optimizing the design of office work spaces and tasks. These include:

- Enhanced organizational performance and lower costs
- Improved health and well-being for employees
- Improved ability to retrain and recruit employees
- Enhanced ability to accommodate aging workers
- Simplified return-to-work and accommodation of workers with restrictions

ESA Can Help You

Our consultants are office ergonomics experts having performed thousands of office ergonomics assessments. We can provide awareness and applied training sessions designed to increase your staffs' ability to recognize and control the hazards associated with poor office ergonomics design.

Information on ESA's office ergonomics consulting and training services can be found on the other side of this page.

ESA is Atlantic Canada's leading human performance consulting company specializing in Ergonomics. Our Certified Professional Ergonomists have more than 30 years of experience assisting workplaces in the business service sector solve their ergonomics related design problems and improve their overall performance!

ESA's goal is to help improve the performance of your organization. We do this by identifying design issues that lead to discomfort and injury. We then recommend practical and effective solutions that improve the design, set-up and organization of work systems, spaces, equipment, and tasks. This results in lower costs for the organization and improved worker health and wellbeing.



Office Ergonomics Assessments

ESA's Office Ergonomics Assessments are ideal for situations in which an employee requires an in-depth analysis of the set-up and design of all workstation components, work tasks, and postures adopted. These assessments are typically provided when an employee is working in discomfort, is returning to work from an injury, and/or has a requirement for a job accommodation. We identify design, task and organizational issues that can contribute to worker pain and discomfort or result in reduced performance. You are provided with a report that clearly describes the hazards identified and the design / organizational factors that create them. The report includes a list of prioritized hazards, solutions, and an action plan that can be used by the employer to address any issues that could not be corrected during the assessment. The assessment requires approximately 1 hour/worker.

Office Ergonomics Quick Exposure Check

The QEC is designed to provide a quick review of the design and set-up of an individual's workstation. The QEC is typically preceded by a one hour office ergonomics awareness session (see below). After this session, an ESA consultant spends approximately 20 minutes with each participant, helping each worker understand how to set-up and adjust their existing workstation components while also identifying areas of concern and opportunities for improvement. ESA provides a list of prioritized hazards, solutions, and an action plan, in a concise report that can be used by the employer to address any issues that could not be corrected at the time of the QEC.

Basic Office Ergonomics Awareness (1 hour)

This session is designed to provide workers with an overview of office ergonomics hazards, focusing on work postures, the proper set-up of chairs, monitors, keyboards, mice, and work surfaces, and on how simple changes to their workstation and equipment can reduce their discomfort and improve performance.

Recognizing Office Ergonomics Hazards (1/2 day)

Participants gain an enhanced understanding of office ergonomics design issues and hazards, and why and how poor design contributes to pain and discomfort. Participants use ESA's Hazard Identification Checklist for Office Workstations and learn how to interpret its findings. A participative approach to reducing exposure to identified hazards is also presented. Participants are provided with ESA's Recognizing Office Ergonomics Hazards booklet.

Office Ergonomics – Risk Assessment and Problem Solving (2 days)

This workshop teaches participants to identify physical and organizational factors that contribute to worker pain and discomfort and reduced performance in office workplaces. Participants will learn how to use ESA's Office Ergonomics Risk Assessment and Problem Solving Toolkit to recognize hazards, assess office workstation design, prioritize and implement effective solutions. Participants are provided with ESA's Office Ergonomics – Risk Assessment and Problem Solving Manual.

Workstation / Furniture Purchasing Decisions

Whenever you are looking to purchase new workstations, office furniture, or accessories ESA can help! We can provide you with expert advice so that you can make informed decisions, saving you money for years to come.

Facility Design and Set-Up

Planning a new building, renovating your existing space, moving to a new office? If so, give ESA a call. We can help to make sure that ergonomics-related design issues are identified and addressed during the design, construction and commission stages, greatly reducing the likelihood of worker discomfort, pain or design related performance problems in the future.

"We use ESA's consulting and training services because of their proven track record and outstanding reputation. ESA has the knowledge, skills, and expertise to help us meet the needs of our people so they can in turn, continue to provide consistently high services to RBC clients." – Phyllis Hargrove, Assistant Manager Operations, Royal Direct Call Center