Duties of an Ergo-Team

1. Ergo-Teams should:
    - ensure broad representation of the different groups in the enterprise (employee, management, maintenance) on the team
    - on an ongoing basis, work to ensure people at all levels of the enterprise are aware of the mandate of the team, its membership, its activities, and the results of the work they are carrying out
    - systematically consult with their peers and workplace records to gather information on job tasks associated with a risk of WMSDs and possible solutions
2. Ergo-Team members can help to achieve effective communication by:
    - ensuring all communications include contact information for all members of the Ergo-Team;
    - encouraging people to ask questions; and,
    - reminding team members that employees may have concerns they would like to address in private with the appropriate member of the team.
3. One tool Ergo-Teams can use to promote effective communication with enterprise employees is an **Information Poster** similar to "What's Up? Participatory Ergonomics …" (see link). Poster(s) can be located in intervention areas, lunchrooms and high traffic entrance/exit areas. Other possible communications tools could include short articles and updates in company employee newsletters, shopfloor meetings, flyers, and pamphlets.
4. The Ergo-Team must be trained in basic ergonomics principles and on the tools necessary for job analysis.
5. The Ergo-Team requires training in ways to appropriately, ethically, collaboratively (working with supervisors and workers), and systematically identify areas of the workplace where there is clear evidence of risk for WMSDs. They should:
    - review and sign an ***Ergo-Team Confidentiality Agreement***
    - work together to select areas for first and subsequent interventions (see ***How to Select Areas for Intervention***)
    - be responsible for the initial investigation of selected areas (employee members)
    - identify potential employee volunteers from the selected intervention area

- explain the proposed Ergo-Team work to potential volunteers and obtain voluntary and informed consent from employee volunteers in the selected area before moving forward on an analysis of their jobs (see ***Consent to Take Part in a Participatory Ergonomics Project***)
- carry out a structured, activity-centred analysis of the selected jobs (see ***Explaining Activity-Centred Analysis***)
- handle confidential and personal information appropriately and as outlined in the consent process with the individual employee volunteers.

6. The Ergo-Team investigators will present the preliminary results of their job analysis to affected workers and supervisors in the intervention area to get feedback on the analysis and on proposed recommendations for ergonomic improvements.
7. Working with other members of the Ergo-Team, they will review findings and develop a report and recommendations for changes to be presented at a meeting of the joint health and safety committee (JHSC) for their input/review.
8. If the JHSC agrees, the Ergo-Team will also work with the JHSC to present the report and recommendations to upper-level management and key decision makers.
9. If the Ergo-Team recommendations are implemented, the Ergo-Team investigators will need to revisit the area to evaluate the effectiveness of the Ergo-Team process and the intervention outcomes.
10. If the evaluation identifies new or ongoing issues, the Ergo-Team should complete some additional investigations on the changes, review the analysis, and adapt the recommendations to deal with the problems.