

Using the Body Map Survey in Your Ergo-Team Project

Distribution and Return of Body Discomfort Surveys

- The body discomfort survey should be **anonymous** in the sense that no one (including the Ergonomist and Ergo-Team members) knows who actually completed what survey.

It might still be possible to identify a participant if they work in a small department so care needs to be taken in the handling and storage of the surveys and in the communication of the results of the survey to the wider plant population.

- The **introduction/cover letter** (in the **Cover Letter and Body Map Survey**) should tell the employee volunteers that participation is voluntary.
- Employees should be instructed not to place their name or other identifying information on the survey or the envelope.
- By returning the survey the employees are offering implied consent to participating in the survey.

Management of Survey Information and Analysis of Survey Results

When the completed surveys are returned, the Ergo-Team members should:

- Establish a secure (locked) storage location for the original surveys and related reports that only the Ergo-Team members can access.
- Ensure at least one Ergo-Team member has basic training in Microsoft Excel or another similar spreadsheet program. The Ergo-Team will have to enter the responses into the spreadsheet prior to analysing and interpreting the results.
 - A template Excel spreadsheet for **Body Map Data** is available in the tools section of the package. The spreadsheet allows them to enter information on the number of workers from different work areas/departments and the body areas (trunk, shoulder, elbow, forearm, wrist, hand, and lower limb on both the right and left sides) with mild and severe discomfort and fatigue marked for each of these body areas.

- Once the responses have been entered, someone trained in Excel can use the spreadsheet to calculate values for discomfort prevalence by body part and area of the workplace.
- Where resources permit, results from the body discomfort survey can be combined with insights gained through a review of anonymized workers compensation claims, JHSC minutes, and JHSC workplace inspections to strengthen the information available to the Ergo-Team.
- Ideally, anonymous body discomfort surveys and a review of other information should be carried out by the Ergo-Team on an ongoing basis (perhaps every year or two years). This will help them monitor discomfort and injury patterns in the workforce by work area and perhaps indirectly monitor the effectiveness of their ongoing interventions (see Module 12 for further discussion of this).