

**Ergonomics Committee Meeting Notes, submitted by Carol A. Smith
May 21, 2001**

- 1) Ergo Expo Survey Results
 - a) Overall, survey results show that the fair was very successful.
 - b) There are a few things that need to be done on the survey for the next fair. These changes were assigned to Mabel.
 - i) Change blood pressure question in the health portion of the survey.
 - ii) Add a new field "would you like to be contacted if you have a health problem associated with ergonomics".
 - iii) Carol is sending the two names of attendees who reported ergo symptoms to Graciela.
- 2) Next Ergo Fair
 - a) June 13, 10:00 – 12:00
 - b) TA-3, Bldg. 1698, MSL Lobby and Courtyard.
 - c) At the end of the meeting the committee toured the area and made some preliminary floor plans. You will be receiving a copy of the floor plans from Nancy in a few days.
 - d) Phil is to provide information on course sign-up and class handouts at the next fair.
 - e) Barbara is ordering additional freebies.
 - f) Mabel and Carol are providing the door prizes.
 - g) Barbara will select and show "video shorts" at the fair.
 - h) Carol will make copies of handouts.
 - i) The same vendors will be contacted for the upcoming fair.
 - j) Carol will provide the tables and manpower to set up and disassemble.
- 3) Request for Ergo Fair at TA-59
 - a) The committee agreed to hold an ergo fair at TA-59 in September. Rae just sent an e-mail with suggested dates. They include September 11, 19, and 25. The committee will determine the final date at the next committee.
- 4) Committee Support for Graciela's Ergo Program.
 - a) Continue outreach program through the ergo fairs that support work and home ergonomics.
 - b) Support training and tools being developed to identify ergo problems.
 - c) Work on new program to report and track ergo problems.

There will be a mini-meeting on Thursday, May 31 at 10:00 to finalize preparations for the June 13 Ergo Fair. The meeting will be held in the MSL Building Lobby and Courtyard.

Please mark your calendars for the next ergo meeting, scheduled for Monday, June 18, at 10:00, in the CMS Conference Room.

Discussion Items for Next Ergo Meeting

- 1) Discuss plans for S-site ergo fair, August 15, 10:00 – 1:00.
- 2) Determine date for TA-59 ergo fair.
- 3) Dave Barsness, BUS-5, to discuss new furniture contracts (tentative).
- 4) Discuss ways the committee can help track ergo injury data.