



ACME Industries
Ergonomics Assessment
& Written Review

Proposal For:

John Smith
Safety Manager

ACME Industries
Fort Payne, Alabama

Submitted by:
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Overview

We will visit the ACME worksite in Fort Payne, Alabama to perform a review of job descriptions, interview appropriate personnel and perform physical inspections of workstations. Digital photographs can be taken (optional) to illustrate identified issues in the final written report. The areas to be evaluated for work postures, workstations and work activities include:

- **Shipping and receiving**
- **Paint line with a conveyor (hanging of parts)**
- **MIG Welding**
- **Robotic Welding**
- **Mechanical Power Presses**
- **Press Brakes**
- **CNC Machining/Tooling**
- **Sawing/shearing**
- **Laser cutting (requires reaching)**
- **Office and other sedentary jobs**

Purpose

The purpose of this ergonomics assessment is to review the current state of the Acme Solutions ergonomics program. The written report will propose opportunities for improvement to increase worker comfort and efficiency, as well as ideas for risk reduction and control.

Process



On site visit will include the following:

1. Opening meeting with management to discuss goals/objectives and areas for evaluation.
2. Walk through and review of workstations. This includes review of current set-ups, worker performance, measurements of weights and distances and photographs.
3. Closing meeting to discuss overall impression of assessments.
4. Written DRAFT report of the workstation reviews and opportunities for improvement. Attachment of digital photographs if requested will be provided for review.
5. FINAL report and follow-up meeting.

Financial Investment

1. Two days on site for Workstation Reviews
 - 16 hours at \$217.50 per hour inclusive of all deliverables and travel time
2. DRAFT and FINAL Reports and meeting to discuss findings
 - 16 hours at \$217.50 per hour inclusive of all deliverables and travel time

***This proposal is valid for 30 days from date of issue.
Thank you for giving the Back School the opportunity to provide a proposal.***

