# 16. MODULE Ergo+50

- Introduction
- Data
- Report and recommendations



## INTRODUCTION

## **Scope of application**

The Ergo+50 module makes it possible to identify the working conditions (particularly ergonomic aspects, but also organizational and managerial factors) that may pose a problem for older workers.

This module is only applicable to older workers (over 50 years old).

## Content

The module contains two questionnaires that are completed independently:

- Questionnaire to **assess the working conditions.** It must be completed by the company and contains items related to the working conditions, workstation, environment, and the organization and management of the work.
- Questionnaire to assess older workers. It is individual, voluntary and confidential. This questionnaire must be completed by all the company's older workers. It contains items for these workers to assess their ability to perform the work requirements, and to evaluate the measures of the company in relation to age management.

The module provides a report that includes recommendations to help control the detected risks and, if both questionnaires are completed, information on the relationship between the working conditions and the assessments made by the workers.

## Source

The procedure is the result of several research projects and publications developed by the IBV:

- Work and aging. Improvement of the ergonomic working conditions in order to promote healthy aging (ERGOMAYOR).
- Adaptation of workstations for older workers. Good practice guidelines.
- How to design age-friendly workplaces (AGEFRIENDLY-DESIGN).

## DATA

The analysis starts by selecting *Ergo*+50 in the *New Task* window (Figure 1).

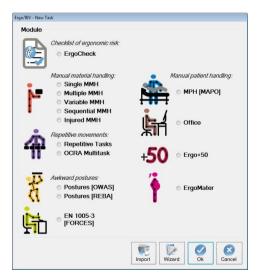


Figure 1. Access to the Ergo+50 module

This opens the main window of the module (Figure 2), where the data of the **task** under analysis are entered, as well as the name of the **company** and the **observations** considered to be relevant.



	Ta	sk: Mater	rials classification		
Company: Observations:		ny: ZZZZ		Date:	09/03/2021
			Collection and classification of materials station. Currently with a statt of 25 workers, of which 11 are over 50 years of age		
orki	ng c	onditions	Workers assessment		
Physi	ical lo	ad Cogni	tive aspects Spaces and equipment Vision and hearing Environment and organization Age management		
		Weights a	bove the acceptable weight are handled.	(1)	
		In the sittin	g position, weights above 5 kg are handled or force must be exerted.	(1)	15550
		Pushing an	nd/or pulling forces are exerted.	(1)	
		High force	s are exerted with the hand and/or arm.	(1)	
		Tasks that	require great and continuous activity/effort are exerted.	(1)	
		There are	tasks that involve handling, moving, lifting or transferring people/patients.	(1)	
		100 200 30 Jacob	sary to stand or walk for a long time.	(1)	
		The worke of time.	r keeps static posture: standing, sitting or when a part of the body maintains the same posture for long periods	(	
		The worke	r performs tasks that require repetitive movements of the upper limbs (arms, elbows, hands).	(1)	
			r performs tasks that involve maintaining one of the following postures for long periods: arms raised, trunk or on, trunk or neck raised flexion, or wrist deviations.	(1)	
		The worke	r performs tasks that require bending down, squatting or kneeling.	(1)	
		The tasks	require performing quick movements.	(1)	
		oservations ysical load:	The pieces that are handled are irregular and are collected at different heights. A more detailed analysis of the h tasks would be necessary.	andling	· ~

Figure 2. Ergo+50 - Main window

### Identification

The data that identify the case are entered in the header of the main window: name of the task, name of the company, date of the analysis, and observations of the person who performs the assessment.

#### Questionnaires

Under the main window header (Figure 2), select the type of questionnaire to complete:

- Assessment of the **working conditions**
- Older workers assessment

### Instructions

Pressing the *Read Me* button at the bottom of the main window shows the instructions to use the Ergo+50 module.

ergonomics a	of this module is to identify and assess the exposure of older workers to working conditions related to nd age management. It is applicable to working environments where there are workers aged 50 or over. It ections (the second section is optional):
	nditions" section
	naire to assess the working conditions that affect older workers. It must be filled out by the company.
workplace, co 2. A single ite 3. The greate	y of the situations included in each section occurs; mark the box only if the item occurs in the analysed nsidering the most usual and/or most unfavorable situation. m marked in any of the sections indicates a possible risk situation. If the number of items marked, the greater the risk will be. ome items require the calculation of an additional variable, which must be done through the appropriate
"Ability asso	essment" section
years (who ar	(a) voluntary and confidential questionnaire that has to be completed by each worker in the company over 50 s affected by the aspects measured in the "Working conditions" section). The questionnaire can be filled in g the "Questionnaire manager" utility (recommended).
	ch worker must answer a series of questions about their perceived ability to perform the requirements of the jot on about how the company manages age.

Figure 3. Ergo+50 – Instructions included in the "Read me" button



## **Assessment of the working conditions**

The **Working conditions** option appears selected and the tabs of the questionnaire can be accessed.

Task:		sk: Mater	ials classification			
Company:		ny: ZZZZ			Date: 09	03/2021
Observations:			Collection and classification of materials station. Currently with a staff of 25 workers, of which 11 are over 50 years of age			
orking	g co	onditions	Workers assessment			
Physica	al lo	ad Cognit	ive aspects Spaces and equipment Vision and hearing Environment and organization	Age management		
E		Weights at	pove the acceptable weight are handled.		6	
[		In the sitting	g position, weights above 5 kg are handled or force must be exerted.		(1)	lasse
E		Pushing ar	nd/or pulling forces are exerted.		(1)	
E		High force:	s are exerted with the hand and/or arm.		(1)	
E		Tasks that	require great and continuous activity/effort are exerted.		(1)	
[		There are	tasks that involve handling, moving, lifting or transferring people/patients.		(1)	
6		lt is necess	sary to stand or walk for a long time.		(1)	
(		The worke of time.	r keeps static posture: standing, sitting or when a part of the body maintains the same postur	e for long periods	(1)	
[		The worke	r performs tasks that require repetitive movements of the upper limbs (arms, elbows, hands)	ç	(1)	
E		The worke neck rotati	r performs tasks that involve maintaining one of the following postures for long periods: arms on, trunk or neck raised flexion, or wrist deviations.	a raised, trunk or	(1)	
1		The worke	r performs tasks that require bending down, squatting or kneeling.		(1)	
1		The tasks	require performing quick movements.		(1)	
	Ob phy	servations sical load:	The pieces that are handled are irregular and are collected at different heights. A more det tasks would be necessary.	ailed analysis of the	handling	
			·			-
			ā 🞲 🦈 🔎	🔹 🖌		X

Figure 4. Ergo+50 – Questionnaire of the working conditions

Under the header, there are several tabs with the different sections of the questionnaire; clicking on a tab shows the risk factors of each section.

The questionnaire consists of a total of 48 items distributed in 6 sections, which are as follows:

- Section 1: physical load
- Section 2: cognitive aspects
- Section 3: spaces and equipment
- Section 4: vision and hearing
- Section 5: environment and organization
- Section 6: age management

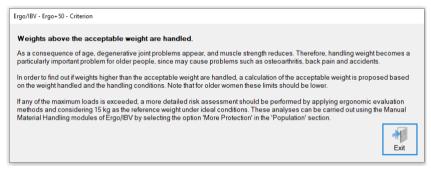
The person who performs the assessment must mark the item when the situations occurs.

To mark some of the items, it is necessary to perform a calculation or to complete an additional questionnaire; such items are specified in the *Calculations* section.

Each section includes an **observations** field in which the user can enter any relevant aspects related to the assessment, clarifications on the items that were marked, or aspects that have been observed but are not included in the evaluated items.

#### Criteria

Each question of the questionnaire includes a "Criteria" button (II), which briefly explains the reason why this risk factor must be analyzed and, if necessary, a brief clarification to facilitate the assessment.





#### Calculations

As mentioned above, to mark some of the items, it is necessary to perform a calculation or to complete an additional questionnaire. These items are specified below.

#### Calculation of the acceptable mass

In this section, the maximum acceptable mass of a load is calculated for the handling conditions of the work.

The procedure used is based on the one proposed by the Technical Guide for the assessment and prevention of risks related to manual material handling [INSHT, 1998], but adapting such procedure for older workers, who are considered population needing greater



protection; consequently, 15 kg is taken as the maximum weight to be handled under ideal conditions.

Pressing the button next to the "Weights greater than the acceptable mass are handled" item, opens a window where the handling conditions are entered to calculate the acceptable mass.

The program calculates the **acceptable mass** by multiplying the *recommended theoretical mass*, depending on the *handling zone*, by a series of correction factors associated with the *vertical displacement* of the load, *trunk twisting*, *coupling*, *duration* and *frequency* of the handling. Once these data have been entered, the program automatically displays the value of the **acceptable mass** in the corresponding box. Thus, when the actual mass handled in the task is higher than the calculated **acceptable mass** the box preceding the item should be ticked so as to indicate that the risk factor in question exists.

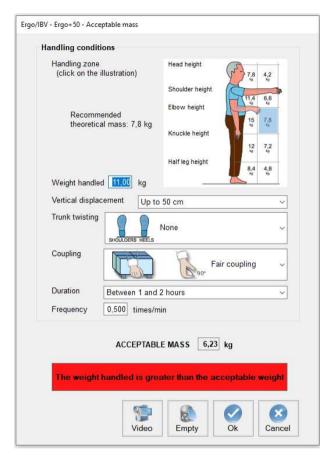


Figure 6. Ergo+50 - Calculation of the acceptable mass

The following data must be entered:

- Handling zone
- Vertical displacement
- Trunk twisting
- Coupling
- Duration
- Frequency

**Handling zone.** Mark on the figure the area where the load is handled (the distance of the load with respect to the body for both height and depth). If loads are handled in more than one area, consider the most unfavorable one, for greater safety.



The figure shows the values of the **recommended theoretical mass** according to the handling area, with 15 kg being the maximum value of the ideal position of the load (closed to the body, at a height between the elbow and the knuckles). The further away from the body, the greater the risk of injury and the lower the weight to be handled.

**Vertical displacement**. In the drop-down menu, select the vertical distance that the load travels from the moment the lifting starts until the handling ends.

**Trunk twisting.** In the drop-down menu, select the trunk rotation by estimating the angle between the line joining the heels and the line joining the shoulders (Figure 7).

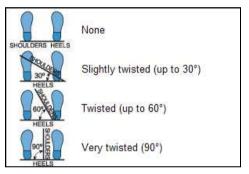


Figure 7: Trunk twisting

**Coupling.** Select the load coupling from the drop-down menu, taking the following into consideration (Figure 8):

- Good coupling. When the load has handles or other type of coupling with a shape and size that permits comfortable coupling with the whole hand, with the wrist remaining in a neutral position, without deviations or unfavourable postures.
- Fair coupling. When the load has handles or slits not so optimum, that do not allow such comfortable coupling. It also includes loads without handles that can be held by flexing the hand 90° around the object.
- Poor coupling. When the above requirements are not met.

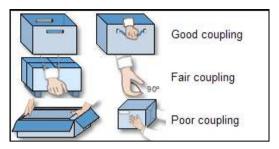


Figure 8: Coupling categories

**Duration**. In the drop-down menu, select the duration of the load handling ( $\leq 1$ , 1-2, or 2-8 hours). A long duration can cause fatigue and increases the risk of injury.

**Frequency**. Enter in the box the frequency with which the load is handled (times/min).

#### Review of the working tools and instruments

The objective of this section is to verify if the working tools and instruments are appropriate. Pressing the button next to the item "The characteristics of the working tools and instruments do not provide a comfortable handling", opens a form where all existing conditions must be marked.

If one or more conditions are selected, the item will be automatically marked.

#### Review of the conditions of the working space

The objective of this section is to verify if the conditions of the working space are appropriate. Pressing the button pressing the button next to the item "The conditions of the working space may cause trips and falls", opens a form where all existing conditions must be marked.

If one or more conditions are selected, the item will be automatically marked.

#### **Lighting levels**

This section analyzes if the lighting levels in the workplace are adequate.



The calculation is based on the criteria set out in RD 486/97 (April 14), which establishes the minimum health and safety regulations in the workplace in Annex IV: Lighting in workplaces.

By pressing the button next to the item "The lighting levels are not suitable for the type of task or space", the user accesses a window where the data necessary to assess the lighting will be entered.

The procedure for the assessment is as follows:

- 1) Indicate the lighting level in lux: the lighting level in the area assessed is measured at the height where the task is performed in a workstation, at 85 cm from the ground in general use areas, or at ground level in walkways with traffic of people.
- Select the area/task: the work area is selected from a list of options according to the visual requirements or the type of area or walkway.

With these data, the software performs calculations and offers three options:

Adequate lighting
Improvable lighting
Unacceptable lighting

If the lighting level is not adequate, the item is automatically marked.

## Assessment of older workers

If the option **Workers assessment** is selected in the main window, the user accesses the tabs of the questionnaire.

Task:	Materials classification					_			
Company:	7777			Date	: 09/03/2021				
Observations:	Collection and classification of materials station. Currently with a staff of 25 workers, of which 11 are over 50 years of age					-			
orking cond	itions Workers assessment								
Physical load	Cognitive Aspects Vision and hearing Environment and organization Age manag	ement							
	Ability perceived by the worker in the workplace:								
		Good	Moderate	Bad					
	Handling loads (lifting, pushing, pulling).				1				
	Applying force or perform tasks involving intense or prolonged physical activity.				1				
	Standing or sitting for a long time or adopting a static posture.								
	Performing repetitive movements or rapid movements with the upper limbs (arms, elbows, hands).								
	Adopting awkward positions with the arms, hands, trunk or neck.								
	Performing tasks that involve bending down, squatting or kneeling.								
	Reaching objects or elements that are far away.								
	Handling work tools and equipment.								
	Handling work tools and equipment.								
	C que	stionnaire 11	l of 11	<b>U</b>		1			
	10 12 13	a							

Figure 9. Questionnaire for the assessment of older workers

It is an individual, voluntary and confidential questionnaire to be completed by each worker in the company over 50 years (who are affected by the aspects measured in the "Working conditions" section).

Each worker must answer a series of questions about their perceived ability to perform the requirements of the work and their opinion on how the company manages aging.

The questionnaire can be filled directly or using the "Questionnaire manager" utility (recommended option). The application window works as a database in which all the completed questionnaires can be entered and displayed.

The questionnaire database is controlled by the bar below and the buttons located to the right of this area of the window:



Figure 10. Control bar of the database of the assessment questionnaires for older workers



- The bar shows the number of the active questionnaire (with respect to the total of the current case) and includes buttons to scroll to the other questionnaires of the case (first, previous, next and last).
- The Import button is only used if the evaluator has previously created a study through the web, using the Questionnaire manager tool [see chapter 3 of this manual]. It opens a window that allows the user to select an import file (with an **.xml** extension) to automatically incorporate the data into the current case.
- The Add button prepares the window to enter a new questionnaire.
- The *Delete* substitution is used to delete the active questionnaire after asking for confirmation.

**Anonymity and confidentiality.** All the responses to the questionnaire are anonymous and their confidentiality must be guaranteed. The data collected must be used exclusively for preventive purposes and by certified personnel.

#### **Content of the questionnaire**

Under the header, there are several tabs with the different sections that make up the questionnaire; clicking on each tab shows the items that the worker has to assess.

The questionnaire consists of a total of 26 items distributed in 5 sections as follows:

- Physical load
- Cognitive aspects
- Vision and hearing
- Environment and working conditions
- Age management

For each item in the first four sections (physical load, cognitive aspects, vision and hearing, environment and working conditions), there are three response options, among which the person who answers the questionnaire must choose one of the following:

- **Good.** I have no limitations / this requirement does not exist in my workplace
- Moderate. I can perform it, but with difficulty or discomfort
- **Poor.** It is very hard for me or I cannot

For each item in the last section (age management), there are three response options, among which the person who answers the questionnaire must choose one of the following:

- **I disagree.** These measures are not applied in the company or, even if they are, they do not benefit me
- **Neutral.** They do not affect me or interest me, regardless of whether they are applied or not
- **I agree.** They are applied and benefit me

The **Workers assessment** questionnaire is individual, voluntary and confidential, and must be completed by the older workers. For the questionnaire to be valid, All the items of the questionnaire must be completed.



## **REPORT AND RECOMMENDATIONS**

## **Report of the results**

Once one or both questionnaires have been completed, the report can be accessed by clicking on the Report button in the main window (Figure 2). Such report consists of different sections that will vary according to which questionnaires have been completed.

These sections are:

**Identification**. The identification section includes the general data of the analysis (date, company and observations of the evaluator) and the name of the task under study. An image of the actual task can be included if a video source is configured.

**Risk factors.** This section of the report refers to the items of the questionnaire for the **Assessment of the working conditions**.

When the questionnaire is completed, this section shows the items marked in an orderly fashion and grouped into categories. If no item was marked, this section appears empty indicating "No risks detected."

In those items for which a calculation was performed (acceptable mass, tools, spaces, lighting), the results obtained in the assessment will be included.

If the questionnaires for the **Assessment of the workers** were also filled out, the results of the comparison between the perceived abilities of the workers and the working condition will appear next to each item.

This comparison can result in different levels of mismatch:

- **Match** (green color): it occurs when the worker considers that they can meet the requirement with no limitations or problems.
- **Moderate mismatch** (yellow color): it occurs when the worker considers that they can meet the requirement with limitations or discomfort.

• **High mismatch** (red color): it occurs when the worker considers that they cannot or that it is hard for them to meet the requirement.

The values show the percentage of each response with respect to the total number of questionnaires.

hysical load		Match	loderate High
<ul> <li>hysical load</li> <li>Weights above the acceptable weight are</li> </ul>	handled		nismatch mismat
,	or current handling conditions:	10,10 /0	<del>50,04 /0</del> 10,10
Handling zone	nearby, between knuckle height and half leg height		
Vertical displacement	up to 50 cm		
Trunk twisting	none		
Coupling	fair		
Duration	between 1 and 2 hours		
Frequency	0,500 times/min		
<ul> <li>Pushing and/or pulling forces are exerted.</li> </ul>		18,18 %	63,64 % 18,18
<ul> <li>High forces are exerted with the hand and</li> </ul>	/or arm.	45,45 %	54,55 % 0,00
<ul> <li>Tasks that require great and continuous a</li> </ul>	activity/effort are exerted.	45,45 %	54,55 % 0,00
<ul> <li>It is necessary to stand or walk for a long</li> </ul>	time.	45,45 %	45,45 % 9,09
<ul> <li>The worker performs tasks that involve m trunk or neck rotation, trunk or neck raised</li> </ul>	aintaining one of the following postures for long periods: arms raised, I flexion, or wrist deviations.	45,45 %	<mark>54,55 %</mark> 0,00
Observations			
The pieces that are handled are irregular would be necessary.	and are collected at different heights. A more detailed analysis of the ha	ndling tasks	
ognitive aspects		Match	loderate High hismatch mismat

Figure 11. Report: Risk factors and mismatches

**Workers assessment.** This section of the report includes the items of the questionnaire for the **assessment of older workers**.

If this questionnaire is not completed, this section does not appear in the report.

When one or several questionnaires were completed, this section shows the percentages of responses, in an orderly fashion and grouped into categories. The results will always be presented globally, never individually.

The report includes the number of people who completed the questionnaire and percentage of people who marked each assessment.



© Ergo/IBV Ergo+50		🦂 IB	V
RISK IDENTIFICATION RE	PORT		
WORKERSASSESSMENT			
Number of questionnaires completed 11			
Physical load	Good ability	Moderate	Poorability
<ul> <li>Handling loads (lifting, pushing, pulling).</li> </ul>	18,18 %	63.64 %	15.18 %
<ul> <li>Applying force or perform tasks involving intense or prolonged physical activity.</li> </ul>	45,45 %	54,55 %	0,00 %
<ul> <li>Standing or sitting for a long time or adopting a static posture.</li> </ul>	45.45 %	45.45 %	9.09 %
- Performing repetitive movements or rapid movements with the upper limbs (arms, el	bows, hands). 54,55 %	27,27 %	18,18 %
Adopting awkward positions with the arms, hands, trunk or neck.	45,45 %	54,55 %	0,00 %
<ul> <li>Performing tasks that involve bending down, squatting or kneeling.</li> </ul>	63,64 %	27,27 %	9,09 %
<ul> <li>Reaching objects or elements that are far away.</li> </ul>	63,64 %	27,27 %	9,09 %
- Handling work tools and equipment.	63,64 %	36,36 %	0,00 %
Cognitive aspects	Good ability	Moderate ability	Poorability
<ul> <li>Learning new things, memorize or handle a lot of information.</li> </ul>	81,82 %	18,18 %	0,00 %
<ul> <li>Making complex and/or quick decisions.</li> </ul>	72,73 %	27,27 %	0,00 %
<ul> <li>Focusing on the task, although there are frequent stimuli and distracting elements in environment.</li> </ul>	the work 54,55 %	36,36 %	9,09: %
Vision and hearing	Good ability	Moderate ability	Poor ability
Correctly viewing the information and elements necessary to perform the tasks.	45,45 %	36,36 %	18,18 %
<ul> <li>Correctly hearing signals, warnings and conversations.</li> </ul>	27,27 %	36,36 %	36,36 %
Environment and work conditions	Good ability	Moderate	Poor ability
<ul> <li>Tolerating high-noise situations.</li> </ul>	27,27 %	36,36 %	36,36 %
<ul> <li>Tolerating situations of great heat or cold, or sudden changes in temperature.</li> </ul>	63,64 %	27,27 %	9,09 %
<ul> <li>Tolerating exposure to vibrations (using machines/tools, driving vehicles, etc.).</li> </ul>	54,55 %	36,36 %	8,08: %
<ul> <li>Tolerating the work pace imposed.</li> </ul>	63,64 %	18,18 %	18,18 %
<ul> <li>Tolerating shift work or night work.</li> </ul>	72,73 %	18,18 %	9,09 %
<ul> <li>Spending long time doing the same activity.</li> </ul>	81,82 %	18,18 %	0,00 %
- Adapting to organizational changes (introduction of technologies, new work methods	, etc.). 72,73 %	18,18 %	9,09 %
Age management	lagree	Neutral	Idisagree
- The company carries out adequate actions to promote health or to encourage health	y lifestyles. 36,36 %	18,18 %	45,45 %
<ul> <li>Health check-ups are adequate and performed often enough.</li> </ul>	45,45 %	27,27 %	27,27: %
- Measures are taken to make it easier for me to return to my tasks after an injury.	63,64 %	18,18 %	18,18 %
<ul> <li>The training offered by the company is adequate for my needs.</li> </ul>	45,45 %	27,27 %	27,27 %
- My experience and skills are taken advantage of to improve the company processes	and/or to train 27,27 %	27,27 %	45,45 %
young workers.			

Figure 12. Report: Workers assessment

## Recommendations

Once the questionnaire of the working conditions or both questionnaires are completed, the recommendations can be accessed by pressing the *Recom*. button in the main window (Figure 2).

The items marked in the questionnaire completed by the company are shown together with the recommendations for the company to improve the working conditions and prevent or minimize the risk factors detected.

Although every attempt has been made to offer solutions with a relatively broad scope of application, it is obvious that the needs of a particular case may not be reflected in this report. In fact, the person who performs the assessment must check if these recommendations can be applied to the current case and can propose any other solution to solve the problems detected.

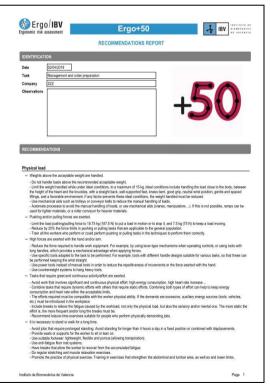


Figure 13. Recommendations report