

The Productive Workplace

Pelletier & Associates



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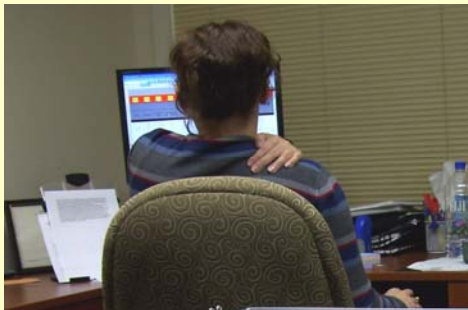
Expands its Services

In an effort to continue assisting with productivity in the workplace, Pelletier & Associates has been involved in rolling out a variety of new services to individuals and organizations. As our company continues to offer ergonomics and disability management, including workers' compensation and return-to-work services, Pelletier & Associates has expanded to include Career Development services. These "Career Boost" services are available to both *organizations* looking to avert the impact of internal or community-wide layoffs, as well as *individuals* seeking assistance in returning to the workforce. In partnering with the Workforce Investment Network, a partnership of workforce organizations which offer resources to job seekers and businesses, Pelletier & Associates can provide consulting and training that focus on helping people get back to and stay at work. In these trying economic times and with unemployment rates at double digits here in California, the need for comprehensive and practical career development services is at an all time high. Pelletier & Associates has had the opportunity to assist hundreds of job seekers with career transition, resume development and job search preparation in 2009 and we look forward to offering similar services to more communities and businesses in 2010 in an effort to keep people working!



Why Ergonomics Now?

You have probably heard of the term ergonomics more frequently now than in the past and many people are asking why? What is ergonomics and why is it so prevalent today? As we become more technologically advanced our production requirements have increased and we have more exposure to repetition at work and at home. We hear the term "ergonomic" used in commercials for everything from vacuum cleaners to car seats to pens – not to mention office equipment and furniture. Workplace ergonomics actually refers to the fit between the worker and the work environment. When found in advertising "ergonomic" is generally used to imply *comfort*. And one of the goals of ergonomics is to make the work environment more comfortable, so that workers will not suffer injuries on the job. Repetitive motion injuries (RMIs, also referred to as repetitive stress injuries or RSIs) are usually the focus of ergonomics in the workplace. These types of injuries occur when small stresses are placed on the joints, muscles, and tendons in the body in a repetitive fashion over time and include carpal tunnel syndrome, tendonitis, trigger finger and rotator cuff syndrome. Ergonomic interventions help to minimize the exposure to these types of injuries by helping workers adjust their body and workstation to alleviate these stresses to the body. These solutions are usually common sense and easy to implement and include stretch breaks and equipment additions and adjustments. Why is ergonomics training and intervention so valuable? As RMIs make up the 6th largest injury group in the United States, it makes sense to prevent these injuries by implementing simple changes. By sticking to the changes, we can all feel better on the job!



Pelletier & Associates

Partners with Clients

Are you looking for training or consulting that is designed especially for *your* organization's needs? Consider Pelletier and Associates as your one-stop answer for Workforce Productivity Solutions! Pelletier & Associates draws on our extensive background to develop programs and services aimed at meeting all of your goals, not just *some* of them.

At Pelletier & Associates, we have had the opportunity to partner with some of the largest organizations in Southern California and have developed a library of training curriculum that is comprehensive and can be tailored to our client's specific needs. Whether it is an Ergonomics Awareness training, a Career Transition workshop or an Ergonomic worksite evaluation, we customize services and programs to suit the needs, schedule and budget of *your* business. We work closely with each client to determine the best approach. Next on the agenda, is formulating a program to address all of those needs. And finally, we provide a product that will incorporate the client's needs with *our* expertise. Our forward-thinking staff, create comprehensive, custom-designed *programs, assessments and strategies* based on the desires of you, our client. At Pelletier and Associates we are committed to providing quality products and services that address *your* needs, not ours.



Turning Layoffs into Lemonade



Plant closings and mass layoffs can occur for a variety of reasons, especially in periods of economic hardship this country is facing right now. Reasons may include: financial difficulty, loss of markets, foreign competition, and many others. In order to minimize the impact of such layoffs, early response with Layoff Aversion services is critical. Addressing the problems of a company *before* they reach a crisis point is much easier, and can be less costly. An important initial step is to assess the reason for the closure or layoff. The process involves asking such questions as: Is the company organized for a smooth transition if there is a downsize or complete shut-down? Are all employees being utilized effectively? How does the company's profitability compare to its competition?

According to the Department of Labor, providing Layoff Aversion services to workers during layoffs or plant closings can result in multiple benefits to the employer. Benefits such as higher productivity and worker morale, lower absenteeism during layoff crisis, lower unemployment insurance costs (workers are re-employed more quickly), media and rumor management, and finally better public relations for the employer.

Pelletier and Associates can provide that first step for your company and help to avert the impact of layoffs, or eliminate the prospect altogether. Our company can provide career counseling, job search assistance, resume preparation and interviewing skills workshops, information on the local labor market, and information about education and training opportunities available. If you feel *your* company may be facing a layoff, contact Pelletier and Associates today, and let us help you!

PRODUCT SPOTLIGHT

Key Ovation Goldtouch Go! Travel Keyboard

Key Ovation, LLC, makers of the GoldTouch Adjustable Keyboard have introduced a new, portable adjustable split keyboard for computer users on the go! With the dramatic increase in telecommuters and laptop users who rely on the mobility of their machines to complete tasks anywhere they are, the importance of assuming safe working postures in a variety of environments has never been more important. Weighing in at a mere 1 lb. 1 oz., the Go! Travel Keyboard provides a comfortable alternative to the built-in laptop keyboard.

The new Goldtouch Go! Keyboard offers users the mobility of the only compact, split keyboard on the market. Users who find the split layout to be more comfortable will enjoy the easy adjustability and comfortable design of the Go! Keyboard. The device comes without an attached numeric keypad in order to allow users to position the mouse closer to the keyboard, therefore reducing the reach distance to the mouse. Features include: adjustability of 0-degrees to 30-degrees for ulnar deviation and also 0-degrees to 30-degrees for wrist pronation, two protective covers that allow the keyboard to be utilized over the existing keys of a laptop, a soft key touch, low activation force and full key travel distance with an intuitive design. The device is compatible with both PCs and Macs and provides a comfortable alternative to utilizing the built-in keyboards of laptops.



Job Analyses— The Time To Do Them is Now!

A Job Analysis is a great tool to have for a variety of reasons: to assist in job accommodations, for physician review during the workers' compensation process, even to identify potential job hazards in the workplace. However, employers often find that they create Job Analyses *after* the event, so they are in a reactive mode. So why do so many people put off the creation of Job Analyses? For a multitude of reasons, but often it is due to a lack of funds, or a lower project priority. But creating Job Analyses can save money and time in the long run, especially when it comes to the efficiency of the workers' compensation process or the lack of productivity when a worker is waiting for an accommodation to come back to work. For a fraction of the cost of wages paid out or disability payments, an employer can be proactive in creating a Job Analysis bank, to prevent the delays that often come with getting employees back to work after injury or illness.

To make sure that you have Job Analyses that are functional, make sure you are aware of the following:

Documenting Essential and Marginal Job Functions in ADA compliant language – Just using a job description may not suffice when it comes to accommodating employees in the workers' compensation system or under either the ADA or California's FEHA. Having a clear understanding of what constitutes an Essential or Marginal Job Function can mean the difference between getting someone back to work or not. A Job Analysis and a Job Description are not the same thing!

Incorporating Physical Demands Analysis – A Job Analysis should document the physical demands – and at times the psychological demands – of the job. Appropriately documenting all the physical categories, not just lifting and carrying, are essential to a creating a comprehensive Job Analysis.

Utilizing language that will stand up in a court of law – Unfortunately, we are in litigious times. Making sure that the language being used to document frequencies and activities is going to be "lawsuit proof" is essential if a discrimination case is ever brought forward. ADA lawsuits for disability discrimination are increasing, and over 40% of those lawsuits were filed in the State of California.

Finding an expert in job observation, accommodation strategies, ADA, FEHA, Workers' Compensation and has the background in defending Job Analysis in a courtroom are key factors to getting the Job Analysis you need to meet all of your needs. At Pelletier & Associates, we have over 20 years in disability management and understand the many components to creating the most comprehensive Job Analysis possible. Our experience and expertise are available to put your mind at ease, and get this project off the ground. If you have been considering getting your Job Analysis bank up and running – the time to do it is now!

Our Staff:

Did You Know?

At Pelletier & Associates, we pride ourselves on the expertise and experience of our staff. But here are some facts about our team that you may not be aware of:

Diana Pelletier was a competitive racquetball player for 15 years, elevating to the professional ranks in the early 00's and directed a racquetball program for 8 years. She was a member of the Wilson Racquetball Elite Team and competed and won championships in divisions from novice to open/elite.

Dan Pelletier is a licensed pilot and has flown Cessna aircraft throughout Southern and Northern California. He is particularly familiar with traveling to get the "\$100 hamburger" – the cost of buying lunch by flying to Catalina!

Jaulla Saatchi has been interested in the arts since she was young and had the opportunity to live overseas particularly in Tehran, Iran with her family. Jaulla has been fascinated by the history of ancient civilizations and believes that through the study of the surviving architecture, sculpture and paintings, modern society can learn from the progress and decline of these great civilizations.

Michael Gonzales had a successful career in high school wrestling, and went on to coach multiple championship teams at the junior varsity and varsity level. Currently, Michael still takes interest in a variety of martial arts and grappling based disciplines. Working hard to expand his knowledge, he currently assumes practice in catch wrestling, Brazilian Jiu-Jitsu, Aikido, Muy Thai and American Kickboxing.

Melissa Miller previously worked for the Federal Aviation Administration as an Air Traffic Controller. She has brought her focus, determination and detail work ethic with her to Pelletier & Associates. And yes, she says it IS the most stressful job in the world!



In today's business environment, successful companies know that creating a productive workforce includes managing potential threats to health, safety and productivity.

At Pelletier & Associates Inc., it is our mission to offer education, guidance, and support to individuals and organizations by providing a complete line of **Workforce Productivity Solutions** including:

Injury Prevention Services
Career Boost
Integrated Disability Management

To learn more about these services and/or to schedule a free, no-obligation initial consultation at your facility, please call us at (949) 206-9923 and be sure to visit our website at www.pelletierinc.com.