

ESS Assignment #1: Needs Assessment and Gap Analysis (NAGA)

Value: 25%

Date Due: _____

This assignment is based on Day 1 information presented in the ESS course. You were provided with the details of what sort of activities and systems are associated with five OHSMS elements, and how they can impact ergonomics and specifically, MSD reduction.

The five elements are:

1. Program Structure
2. Planning
3. Implementation
4. Evaluation and corrective action
5. Management review

Your assignment consists of working your way through each of the 5 Program Elements to come up with a path forward. Within each element, you must clearly define:

- What needs have been identified?
- What actions do you recommend?
- Who needs to be involved?

Refer to your **Program Elements and Considerations** guidance document for completing the assignment. Each element contributes 20% to the overall mark for this assignment.

Deductions:

Marks are based on the quality of responses submitted in each section.

- Marks will be deducted for each incomplete element.
- Marks may be deducted for obvious grammatical or spelling errors.
- Late penalties may also be applied.

Remember that this is intended to become an action plan for you and your organization, so the more thought you put into this assignment, the more value for your company. Tailor your solutions to your organization so that it becomes a usable action plan.

If you are NOT in an organization that is appropriate for a specific needs assessment (e.g., you work in a clinic or are a consultant to various companies), please request a sample organization profile from WorkSMART. You will then hypothesize about what is required for each element to be effectively implemented.

To Submit:

Please follow the template provided and submit your assignment as a Word document. Refer to your Program Elements and Considerations handout for guidance.

Submit your assignment by email to: info@worksmart.ca with **Assignment # 1** in the subject header. You must include a "Read Receipt" to ensure that we have received your email and that it hasn't been misdirected.

We will provide feedback and your grade in a timely manner following the receipt of your assignment.