



Business Capability Statement

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CONTENTS

Introduction.....	3
Industry Experience	3
Services.....	4
Testimonials.....	5
Consultants	6
Previous Experience	8

INTRODUCTION

Momentum Safety and Ergonomics (MSE) was established by Michael and Rebecca Terry with a key aim of providing high quality and simple Occupational Health and Safety and Ergonomic solutions for business. MSE recognised the need for more user friendly solutions in all areas of occupational health and safety, particularly ergonomics. We recognised that there was significant desire to improve OH&S in most workplaces, however a distinct lack of knowing how to do it. Momentum Safety and Ergonomics' aim is to help business ease the perceived burden of OH&S. Improved compliance and understanding of safety reduces injury and improves business efficiency.

Momentum Safety and Ergonomics can make workable OH&S systems realistically achievable for all business. We specialise in ergonomics and manual tasks which are known to be the largest source of injury of almost all industry.

INDUSTRY EXPERIENCE

Momentum Safety and Ergonomics is a small business with big capabilities. We are a growing business located on the Gold Coast and service all of South-East Queensland. We travel to your workplace making our services cost effective, simple and specific to your workplace.

Momentum Safety and Ergonomics has been established for approximately 18 months and continues to develop as a Gold Coast business. Our Principal Consultant (Michael Terry) is experienced and highly regarded in the area of manual tasks training, having delivered these courses to numerous large and small organisations over the years. Michael is well supported by Rebecca Terry, and between the two they are able to ensure consistent and timely delivery of training, as well as administrative support.

Momentum Safety and Ergonomics can provide a range of services; however we recognise the need for a high quality of service. For this reason we focus our services in areas in which we have a high degree of expertise. Our service profile is listed below. These services will provide business with the tools to achieve and improve safety compliance and move into safety excellence.

Our Principal Consultant and owner has particular experience and expertise in the following areas:

1. **Large corporate workplaces:** These workplaces require complex and integrated safety management systems. Michael Terry, the principal consultant has experience with large employers such as Brisbane City Council, Australia Post and Queensland Health.
2. **Industrial and small manufacturing:** We have conducted audits and have safety management systems to suit this work environment. We find this industry requires clear and concise systems.
3. **Health and Aged Care:** Our principal consultant Michael has extensive experience in this sector designing and conducting manual handling and people handling training programs. Rebecca is a clinical physiotherapist who is highly skilled in the area of people handling and manual handling training. We are able to deliver training as a personnel training or in a train the trainer model. We also offer safety systems tailored to medical workplaces such as medical and veterinary clinics.
4. **Office workplaces:** Despite being a perceived "low risk" workplace, offices have the same safety obligations as other workplaces. We offer simple safety systems that address the issue of the office environment. We also offer ergonomic solutions, and training at workstation setup, which is often the highest risk part of office work.

SERVICES

Our policy is to provide the best service to you. While we are able to provide a wide range of services, Momentum Safety and Ergonomics specialises in the following services.

1. OHS Inspections and Audits:

Auditing is an essential part of workplace safety. Momentum Safety and Ergonomics' philosophy is that you can't improve if you don't know where to start. Audits and inspections form an integral part of OH&S planning and are a key part of a well functioning system. Momentum Safety and Ergonomics offer basic inspections and risk assessments, through to audits based on AS 4801 - Occupational Health and Safety Management Systems.

2. Customised OHS System Development:

Occupational Health and Safety Management systems are an essential part of ensuring a safe workplace - for all sizes of business. Momentum Safety and Ergonomics has a number of management systems to suit all sizes of business, and help you make the most of your time. Our systems are paper based or electronic in HTML format. We have customisable systems available for:

- Office Workplaces
- Healthcare workplaces
- Manufacturing environments
- Most other workplaces.

3. Ergonomic Assessments:

Ergonomics Assessments are a speciality of ours. Manual tasks contribute to more than 50% of injuries across most industries, making this a critical area to target. Assessments performed by Momentum Safety and Ergonomics will provide a list of practical recommendations that will help ensure reduced risk of injury. Recommendations typically involve:

- Equipment recommendations (this does not usually involve purchase of new equipment)
- Workflow changes
- Simple advice
- Training opportunities.

Ergonomics Assessments can be combined as part of a manual task training package.

4. Manual Task Training:

Manual task training is an important part of manual task risk management. It is a control that is commonly used, but unless done well, will not have any effect on injury risk. Momentum Safety and Ergonomics manual task training incorporates the following key features:

- It is conducted by a physiotherapist specialising in workplace injury
- It is based on a risk management approach
- It is customised to the workplace
- It is actually something that participants will enjoy.

5. Contract OH&S Consultancy:

Momentum Safety and Ergonomics offers both short and long term contracted positions, as well as regular retainer services as a Workplace Health and Safety Officer. The benefits of using a contractor as a WHSO include:

- High level of expertise
- Tap into a pool of resources and documents
- The ability to benchmark with other organisations

TESTIMONIALS

Our Principal Consultant has worked with a large variety of clients both as an internal and external consultant. Here are some statements from clients that have engaged our consultants:

Brisbane City Council:

Michael has worked with Brisbane City council since October 2008. In this time he has worked with a variety of projects with the corporate safety team. He has been a valuable member of the safety team, and worked as part of the team. The corporate safety team has a role to play across all divisions of Brisbane City Council. Michael had been able to join the team and work competently in all projects he has been involved in. Michael has the ability to clearly see the heart of any problem that he is working on.

Michael's projects with Brisbane City Council have included:

- Development of a "safety essentials for supervisors" training package
- Delivery of the "safety essentials for supervisors" training package
- Conducting office WorkStation assessments for employees from all divisions
- Delivery of an ergonomics talk for safety week.
- Writing of policies and procedures, specifically the health and safety protocols, as part of the development of a new organizational health and safety management system

While working on these projects Michael has demonstrated competency and efficiency. He has been an asset to the team. He is able to work well with other safety professionals and managers. I would recommend Michael as a health and safety consultant to anyone.

Jo Kitney – Team leader, Corporate Safety Team – Brisbane City Council

Chamber of Commerce and Industry Queensland

Michael has been working with the Chamber of Commerce and Industry Queensland since 2007. In this time he has worked for the company, as well as contracting his services to CCIQ through his business Momentum Safety and Ergonomics. We continue to use Michael as a consultant as he has an excellent understanding of OHS and ergonomics. He also has great client relations and understands their needs. As a physiotherapist he has important skills in ergonomics and manual tasks which complement his OHS background and are well received. He is able to use his experience in treating injuries very effectively in injury prevention.

Michael's skills are wide ranging however is best suited for clients who:

- Have a specific health and safety needs, and need a customised OHS Management System.
- Require OHS training that is both interesting and enjoyable to attendees. This is a skill that makes Michael's services valuable, as he receives great feedback from his training.
- Require specific and targeted ergonomic solutions, and/or manual task training that is tailored towards the workplaces needs, and the tasks that are performed.

Michael's services would be of value to any workplace, and he is certain to satisfy any future customers.

Steve Griffiths – State Manager, Workplace Health and Safety, CCIQ

CONSULTANTS

Michael Terry (Principal Consultant):



The Principal consultant for Momentum Safety and Ergonomics is Michael Terry. Michael has experience in a wide variety of health and safety areas. He has previously worked as Principal WHS Consultant and WHS Brisbane Manager for the Chamber of Commerce and Industry Queensland, both training and consulting to a wide variety of organisations. In this role he gained experience and understanding of the role of a consultant working with clients to achieve positive health and safety outcomes. Michael has worked with clients from all industries including construction, manufacturing and service based industries.

Michael is also an accredited trainer of Workplace Health and Safety Officers, which gives him a strong understanding of Queensland Workplace Health and Safety legislation.

Prior to his work as a consultant / trainer, Michael worked in a corporate role as Senior OHS Advisor to Australia Post. This role enabled Michael to gain a strong understanding of the transport / logistics sector, as well as retail work environments.

Other roles for Michael in health and safety include working for Queensland Health as an Ergonomics Advisor, as well as an Occupational Health and Safety Advisor. These roles gave Michael an insight into health issues such as infection control, manual handling, use of medications, use of needles and other sharps and waste management.

Michael's Qualifications include:

- Bachelor of Physiotherapy
- Graduate Diploma of Occupational Health and Safety
- Workplace Health and Safety Officer
- Rehabilitation and Return to Work Coordinator
- Certificate IV - Training and Assessment
- Auditor – OHS Management Systems (NSCA)

Rebecca Terry (Senior Consultant / Trainer):



Rebecca offers support to Michael, our Principal consultant. Rebecca is a clinical physiotherapist with approximately 8 years experience working in various roles as a physiotherapist. Prior to her work with Momentum Safety and Ergonomics, Rebecca's main role has been in the assessment and treatment of injury working in the acute health care sector, primarily with Queensland Health. She is highly skilled in the area of people handling and is Manual Handling Trainer for Gold Coast Health Services District.

Rebecca is also a Senior Teaching Fellow with Bond University and in this role has been involved in the instruction of students to Queensland Health. She

draws on this experience when instructing workers for Momentum Safety and Ergonomics.

Rebecca's other role is in administrative support. She is able to coordinate course bookings, arrange for resources and ensure that course documentation is available and current.

Rebecca's Qualifications and further study include:

- Bachelor of Physiotherapy
- Senior Teaching Fellow with Bond University
- Clinical Educator – Queensland Health
- Manual Handling Trainer – Gold Coast Health Services District.

PREVIOUS EXPERIENCE

The following table summarises experience the Momentum Safety and Ergonomics has gained in its time of business operation. These services include only those provided by the consultant working as Momentum and does not include previous consultancy and training experience.

Name of customer	Type of work performed
<p>Chamber of Commerce and Industry Queensland (CCIQ)</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>Client: CCIQ Consultancy</p> <p>Provide Services to CCIQ in Occupational Health and Safety Consultancy, Ergonomic Assessment and Manual Tasks Training. This service is provided both internally to CCIQ Staff, as well as to external companies who are members of the Chamber. Services are wide ranging but those most applicable to this contract are:</p> <ul style="list-style-type: none"> • Provision of Ergonomic Assessments and reports to clients for individual workers and entire workplaces. • Provision of Manual Task Training including training course design based on workplace assessment. <p>Training includes basic manual tasks courses through to manual task “train the trainer” courses.</p> <p>Courses run from 1 hour to 3 days in duration.</p>
<p>Chamber of Commerce and Industry Queensland (CCIQ)</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>Client: Brisbane City Council</p> <p>Provision of operational support for the corporate safety team for BCC. The role included:</p> <ul style="list-style-type: none"> • Development of a new OHS Management System for BCC. • Development and delivery of a “Safety Essentials for Supervisors course”. 1 day course for all supervisors. Was capable of delivery in both a face to face and online format.
<p>Chamber of Commerce and Industry Queensland (CCIQ)</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>Client: Ozcare.</p> <p>Development and Delivery of 3 day train the trainer course for manual and people handling facilitators. This course has been very well received over the first two years of the contract and the contract with CCIQ has been extended.</p>

<p>Chamber of Commerce and Industry Queensland (CCIQ)</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>Client: CCIQ Training</p> <p>Provide Services to CCIQ Training Department for delivery of the following courses:</p> <ul style="list-style-type: none"> • Accredited training package for Workplace Health and Safety Officer Core Units. • Accredited training package for Workplace Health and Safety Officer Service and Industrial Elective Units. • Accredited training package for Workplace Health and Safety Representatives Course.
<p>Hendry Group (Building Certifiers)</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>Performed Ergonomic Assessments for Brisbane City Council workplaces, as Hendry Group did not possess the expertise to perform this service. Services included:</p> <ul style="list-style-type: none"> • Engaging with Client and determining key issues. • Discussing ergonomic with worker(s) • Assessment of small and large workplaces (including entire office floors) • Provision of comprehensive reports to management of findings and recommendations.
<p>Animal Emergency Service</p> <p><i>(All work is performed by Michael Terry trading as Momentum Safety and Ergonomics)</i></p>	<p>As part of the development of an improved OHS Management System Manual Tasks and Ergonomics have been extensively addressed. This includes ergonomic assessment and manual tasks training.</p> <p>Of note the company was recently audited by Workplace Health and Safety Queensland and received an excellent rating from the auditor.</p>