

“EPM International Ergonomics School”

www.epmresearch.org

Regulations

Update 1/09/2018

1 General

The purpose of this Regulation is to specify the general criteria and rules for the organization and functioning of the “*EPM International Ergonomics School-APS*” here in after indicated as EPM-IES. For matters not covered by these General Regulations and its interpretations reference should be made to the Constitutional act and Statute of EPM-IES and the law.

As from the statute there are:

- Founders
- Individual Full Member Members: Accredited Teacher
- Collective Full Members: Associated School
- Honorary Members

2 Association of Individual Full Member /(Accredited Teacher)

The candidates as Individual Full Member (Accredited Teacher) must submit an application to the EPM-IES Board. The application form will indicate:

- the most significant scientific publications on studies in ergonomics and biomechanical overload (risk and / or clinical trials),
- the most significant field experience (consulting and risk management, clinical interventions, design),
- the range of activities of the School (Full Collective Member) in which she/he is involved;
- languages spoken

The acceptance of the candidate as Individual Full Member can be made only after accreditation as a teacher.

- The accreditation will be given only after having verified, through theoretical tests and practical teaching test that the Individual have reached the necessary level of expertise for each course foreseen by EPM- IES, after a training period. Training suggestions are given in **Annex 2**.
- The courses presently foreseen are reported in **Annex 3**.
- Each single course will require a specific accreditation.
- Only Individuals accredited at least for one course can be Individual Full Member.

The decision to accredit the teacher for the specific courses and to accept the teacher as associated Individual Full Members is under the full responsibility of EPM-IES Board of Directors in accordance with to the Statute.

3 Association of new Collective Full Member (Associated School),

The School which candidates to be Collective Full Member must submit an application to the EPM-IES Board. The application form will indicate:

- the number of Individual Full Members of the School
- the school organization
- the most significant scientific publications on studies in ergonomics and biomechanical overload (risk and / or clinical trials),

- the most significant field experience (consulting and risk management, clinical interventions, design),
- the range of activities the School is involved,
- languages spoken, -
- intended target (geographical or linguistic or professional or in company) and scope.

The acceptance of the candidate School as Collective Full Member can be made only if the Schools has at least one Individual Full Member (Accredited teacher)

The decision to accept the School as a Collective Full Member is under the full responsibility of EPM-IES Board in accordance with the Statute

4 Honorary Members

People, institutions that have contributed significantly to ergonomics, the protection of health and prevention in the workplace and whole life. The appointments of the Ad Honorem members are proposed by the Board of Directors and approved by the Assembly. The appointment is not permanent and may be revised annually.

5 Rights and obligations of Full Collective Members (Associated Schools) and Individual Members (Accredited teachers)

- Each Full Collective Member and Individual Full Member will have all the rights and obligations reported in the Statute
- Each Collective Member elects a representative towards EPM-IES according to its internal rules.
- Each Full Collective Member (Associated School) will carry out its training activities, generally in the language established when associating, with the exceptions set out in paragraph 6.
- The economical organization of each Full Collective Members is under its full responsibility with no EPM-IES responsibility.
- The Board of EPM-IES will define indicators of activity to be performed by the Full Collective Member in a time range of 3 years. Failure to accomplish these objectives may cause the modification of the operational area. This evaluation process will be made every 3 years.
- In order to improve the organization of the activities, the Full Collective member may sign cooperation agreements and partnership with other entities (public or private). These entities will help the Full Collective Member to organize the planned activities (e.g. registration and venue). These agreements are to be approved by EPM-IES.
- **Synergistic cooperation among Full Collective Members is a statutory scope of EPM-IES and will be promoted and encouraged at every level.**
- Every year, each Full Collective Member shall provide to EPM-IES the list of courses offered describing the type, location, number of trainers, their status and address, the summary results of trainer tests, the name of trainers to which the certificate of EPM-IES was given.
- Courses bearing the logo EPM-IES may be performed only by teachers accredited for the specific courses (Individual Full Members) and following the specific indications, schemes and Rules defined by EPM-IES
- Only accredited Full Collective members may provide students with their center's certificates of participation with the logo of the EPM-IES
- Each Full Individual Member (Accredited teacher) has to belong to a Full Collective Member and respect the Full Collective Member scopes (e.g in terms of geographic or linguistic operational area)

6 Definition of the operational areas / target (geographical or linguistic or professional or in the company) of the different schools (collective members) for knowledge dissemination

6.1 Brief introduction on the objectives of the school

The main objectives of EPMIES SCHOOLS are:

- DISSEMINATION of the methods and criteria for evaluation, management and prevention of the treated risks through:
 - OPENING NEW SCHOOLS (new Collective Full Member: Associated School),
 - Acquisition of new Individual Full Member
 - Activating standard EPMIES COURSES leading to EPMIES CERTIFICATE by each SCHOOL
 - Activation of COURSES IN COMPANY
 - Proposals of SHORT TRAINING (short courses, workshops that do not reach the minimum characteristics of standard courses)
 - Proposition of and participation to SEMINARS -CONGRESSES- MEETINGS (brief interventions), STANDARDIZATION activities
- HIGH QUALITY
 - Quality of the training content and teaching methodologies
 - Minimum characteristics prescribed for standard course with certified release (see examples for main courses in annexe Table)
 - Speak in the language of the country
- ETHICS
 - Towards Users and among the Members themselves
 - Synergy between the different associated Schools and their teachers (collective and individual members)

6.2 Definition of operating areas / target the various associated school (social and collective) and synergetic cooperation in function of the different levels of intervention in the dissemination of knowledge.

6.2.1 Creation of new schools (new Collective Full Member: Associated School))

Taking into account the Italian experience where different independent associated schools are present, to achieve the main goals of EPMIES (Section 6.1), the following shall apply:

- linguistic areas may require the presence of more Associated Schools
- Associated Schools can also be created within a company or specific stakeholder groups, like trade unions, for the promotion of training activities within their boundaries.
- the opening of any new Associated School must be discussed and approved by the Board of Directors and ratified by EPMIES assembly, as per the previous point of the regulation.
- A new collective Full Member (school) has to include at least one Individual full Member.
- the synergy of the different schools may be promoted also by a synergic use of teachers who speak the same language. Each school will use teachers from other schools, if necessary, in order:
 - to not miss a chance for knowledge dissemination
 - to use more experienced teachers to carry out courses for which the Associated School is not yet fully experienced

6.2.2 *Operating area / language for standard EPMIES courses (courses with EPMIES certification)*

- The various Associated Schools can do both courses in the own accreditation language but also in other languages, provided that the associated teachers (individual Members) are able to guarantee a high quality of education, including in terms of language.
- When an Associated School must respond to the request to play a course in language other than that of the accreditation, must, before accepting the offer, check if the course itself does not go in contradiction with training sessions already locally present and carried out by other Associated Schools. This request must be submitted and approved by the Board of Directors (the ethical control function between schools): only after the approval the course can be performed and the teaching materials, in the language necessary for the performance of the course, can be obtained.
- The same applies to the Associated Schools that use the same language (as in Italy), and who have requested to conduct courses in areas and / or countries in which training sessions are carried out from other Associated Schools.
- Synergy by different Associated Schools should be enhanced by using, when necessary, teachers (Individual Members) belonging to other Associated school.

6.2.3 *Operating area / language in the performance of courses in company*

- When an Associated School has been commissioned by a Multinational Company (with locations in various countries having different different languages) the school that has been commissioned to play "courses in Company", may conduct such courses within this company in the different locations where the company operates without submitting the request to the Board. If the Associated School will need the courses material in different language than its own, a request of the material will be made to the Board.
- The Associated school which is to respond to such a request must in any case, check if the course itself does not go in contradiction with training sessions already locally present and conducted by Associated other schools in the same Company.
- Synergy by different Associated Schools should be enhanced by using, when necessary, teachers (Individual Members) belonging to other Associated school.

6.2.4 *Operating area / language in promoting mini-courses, workshops, seminars participation in, conferences (educational moments without EPMIES certification).*

- These events are to be encouraged and regarded as promotion of activities of EPMIES association. All Members are invited to use the EPMIES logo, in addition with their own logo, when participating to these events.
- Mini-courses and / or workshops, like those pre-conference ones, do not imply the release of any EPMIES certificate (only a participation document can be released). In these cases the criterion of knowledge dissemination is to be privileged with respect to operating area.
- Preferably the activity should be communicated to the Board who may also provide promoting material in the different language as required.

7 Teaching material

- After accreditation each Individual Full Member (Accredited Teacher) will receive, limitedly to the course for which he is accredited: teaching material (slides, verification tests , software, books produced by authors, recommended readings)
- EPM IES teaching material (slides, verification tests , software, books produced by authors, recommended readings) will be delivered normally in Italian or in English when available.
- The material supplied (slides, hard copies, books, software etc.) will be used only for courses that follow the approved EPM-IES characteristics and regulations and remains the property of EPM-IES which retains the copyright for all purposes. All material must always bear a clear reference to the EPM-IES.
- Individual Full Members (Accredited teachers) will be provided free copies of non-commercial software. These non-commercial software (Excel spreadsheets), developed within the EPM-IES cooperation, will be pooled for use as free teaching materials. Such software, though free, is subject to copyright. If the non-commercial software developed within EPM-IES association is industrially developed, costs and conditions should be agreed upon case by case with the EPM-IES Board.
- The material shall not be used in whole or in part for courses not approved by EPM-IES Board (e.g courses of short duration): such courses could be organized, only in peculiar circumstances, with a preliminary Authorization of EPM-IES Board.
- New material shall not be used with EPM IES connotation for courses if not approved by EPM-IES Board,
- The translation of teaching materials in other languages (i.e slides and other material in Spanish or Portuguese) may be made by the interested Collective Full Members (Associated School) on their behalf and must be authorized by EPM IES Board which in turn will approve the translation and will set the conditions.
- All translated material is to be sent to EPMIES central. EPM-IES maintains the copyright of all EPMIES materials both in the original language and in the translated one.
- In the translated material the logo of the EPM IES should always be present, together with the one of the interested Collective Full Members.
- The material translated in a language different from the original EPM IES will be available to all EPMIES Members (Associated School and / or Individual Member) on application, with specific authorization and conditions stated at paragraph 6
- The translation and distribution of EPM IES books and papers and the authorship will be agreed with EPM IES Board.

8 Continuous training of teachers

- The *EPM-IES* Board will send to Collective Full Members and Individual Full Members any update of training material, and software developed.
- Collective and Individual Full Members will provide *EPM-IES* suggestions, ideas toward activity optimization.
- Individual Full members have to participate to accredited training initiatives / update made centrally in Milan or in other locations, in the occasion of major international scientific events, according to a schedule of content and time that will be periodically proposed by *EPM-IES* (at least once a year).

9 Annual Association fees

The following annual association fees are foreseen for the next three years (to be paid within march of each year):

- Collective Full Member (Associated Schools and School Sections): 2000 € per year (this fee includes the fee of up to two Individual Full Member of the Collective Full Member).
- Individual Full Member (Accredited teacher of each school): 250 €/year

Special reduced fees for developing countries or for particular situations can be proposed by *EPM-IES* President and approved by General Assembly.

No fees for the Honorary Members and Founders and the relative central school.

10 Non compliance

- If a Collective/Individual Full Member does not comply with the above regulations, does not respect the copyright or for any other non ethical compliance, the Membership may be revoked as from the Statute and as a consequence any right to use materials and logo of EPM-IES will be revoked.

11 Full Members presently associated

The Full Members presently associated, their scope and the names of the accredited teachers for any specific course are reported in **Annex 1**.

12 Organization of EPM-IES

For the next three years EPM-IES has the following organization, as from the constitutive act of EPM International Ergonomics School, Statute revision, and decision of the General Assembly on September 2018.

Two Vice Presidents are foreseen to take into account Scientific and Organization aspects respectively, In case of absence of the President the Vice President for Scientific aspects has priority to replace the President

The Board of Directors include the President, the two Vice President , the Secretary and one representative of the Founders.

The Board of Directors will be supported by an Advisory Committee, with representatives of Collective Members, who will submit proposals to optimize the scientific activity and the Regulation with no- binding opinion to the Board of Directors. The Advisory Committee will be coordinated by the President to which they will report.

The charges, for the next three years as voted and approved in the General Assembly on September 2018, are reported in Table 1

Participation in Social Position is free of charge: only expenses reimbursements are permissible for President, Vice President for scientific affairs, Secretary of the Board of Directors (and eventually other Members, in relation to their specific activities on behalf of EPM-IES as decided by the Boards..

Table 1 Board of Directors

Name	Position
DANIELA COLOMBINI	President
ENRICO OCCHIPINTI	Vice President Scientific Direction
MARCO CERBAI	Vice President Organization
ALBERTO PIGINI	Secretary
OLGA MENONI	Founder

Table 2: Advisory Committee

CHARGE	NAME	SOCIO
COORDINATOR	DANIELA COLOMBINI	PRESIDENT and Full Collecting Member Representative
Member	AQUILES HERNANDEZ	Full Collecting Member Representative

Member	HORACIO ALVES DE OLIVEIRA	Full Collecting Member Representative
Member	MARCO PLACCI	Full Collecting Member Representative
Member	RUDDY FACCI	Full Collecting Member Representative
Member	CIRO NEGRO	Full Collecting Member Representative
Member	DEEPAK SHARAN	Full Collecting Member Representative

Modification of the regulation approved at ASSEMBLY IN DOZZA on 1-2 September 2018

A handwritten signature in black ink, appearing to read 'Daniela Colombini'.

DANIELA COLOMBINI
PRESIDENT EPMIES

A handwritten signature in black ink, appearing to read 'Alberto Pigni'.

ALBERTO PIGNI
SEcretary EPMIES

. Annex 1 to regulation- Present Membership (informative under Update)

Annex 2 to regulation (informative) Training indications for Candidate Individual Members

The candidacy for a position of EPMIES teacher requires to have followed the formation package relevant to the specific sectors of competence.

The Candidate Individual Members to be accredited as teacher must require additionally training by a “senior” EPM teachers.

The training for each course includes the following activities (minimum activity necessary):

- *2 training days*
- *a period of study of cases provided by EPM-IES- (application verification test): approximately 30 days.*
- *2 days of teaching training when teachers will keep their own course under the supervision of EPM-IES teachers (teaching verification test).*

The economical conditions for the specific training is to be agreed with the teachers giving the service and is to be considered outside of the EPM-IES activities

Annex 3 to regulation (informative) Training courses presently available

The main contents and courses are reported here below, each including theoretical and practical training aspects.

RISK ASSESSMENT AND MANAGEMENT OF BIOMECHANICAL OVERLOAD
BASIC RISK ASSESMENT COURSES
<p>BIOMECHANICAL OVERLOAD (UPPER LIMBS) BY REPETITIVE MOVEMENTS/TASKS The checklist OCRA, and the mini OCRA checklist and risk mapping (16 hours) The OCRA index and the work design (16 hours)</p> <p>BIOMECHANICAL OVERLOAD IN MANUAL HANDLING (OF LOADS) TASKS The method of RNLE (NIOSH) for the study of lifting in the case of simple, composite, variable and sequential tasks, and other methods for the study of carrying, pushing and pulling. Risk mapping techniques (16 hours)</p> <p>BIOMECHANICAL OVERLOAD IN MANUAL PUSHING AND PULLING TASKS Methods for the study of carrying, pushing and pulling (8 hours)</p> <p>ERGONOMIC DESIGN The ergonomic design of workplace, for the prevention of risks from biomechanical overload, considering existing international standards (16 hours)</p> <p>OCRA NEWS: Multiple task with daily, weekly, annual cycle (16 hours)</p> <p>PREMAPPING SIMPLE TOOLS Simple tools for pre mapping of risks : ergonomic criteria through the use of international standards: the key-enters and the quick-evaluation (8 hours): Work in progress</p> <p>RISK ASSESSMENT IN VDT WORK (8 HOURS)</p> <p>TACO METHOD :POSTURES EVALUATION 8 HOURS</p> <p>PREMAPPING OF STRESS (duration : 1 or 2 days)</p> <p>PUSHING -PULLING: DURATION 1-0r 2 days</p> <p>ON LINE COURSES IN DEVELOPMENT -</p>
SPECIFIC COURSES FOR PROFESSIONALS:
<p>Checklist OCRA in agriculture field (24-36 hours).</p> <ul style="list-style-type: none"> -Biomechanical risk assessment methods comparison -Elements for the study and management of risk by biomechanical overload for public operators and labour inspectors (8-16 hours). course in progress -Elements for the study of the risk of biomechanical overload for magistrates, judges and lawyers. (4 hours). course in progress
PATIENTS MANUAL HANDLING IN HEALTHCARE UNITS
<ul style="list-style-type: none"> -Biomechanical overload in patients manual handling. MAPO index (16 hours) -Strategies for the prevention of patients manual handling: equipment and hoists -Comparison between different assessment method for patient manual handling risk (TR 12296)
CLINICAL-EPIDEMIOLOGICAL COURSES

-The clinical evaluation of workers exposed to biomechanical overload of the upper limb: techniques of health surveillance and epidemiological studies (16 hours)

-The clinical evaluation of workers exposed to biomechanical overload of the spine: techniques for health surveillance and epidemiological studies (16 hours)