Safety and Health Investment Projects

FINAL REPORT REQUIREMENTS

The purpose of the final report of your SHIP project is to:

1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and

2. Provide the Division of Occupational Safety and Health with information that shows:
   a. The outcomes specified in the project application were met; and
   b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
   c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:
1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.
Funding and support for this project has been provided by the State of Washington, Department of Labor & Industries, Safety & Health Investment Projects.

Integrity Safety Services is solely responsible for the content of and views expressed in this report and related materials unless they have been formally endorsed by the Washington State Department of Labor and Industries.
PART I

Narrative Report

Abstract:
M.O.V.E. is a WMSD and Overexertion reduction and prevention training program. It is an educational tool that provides access to training and resources through an easy to access website and smartphone application. This includes awareness education and best practices for all industries along with task specific tip sheets on how to prevent and reduce specific WMSD’s in high incident rate areas of work. These tools can be used either as a self-study course or can be used to supplement instructor led trainings and meetings.

Purpose of Project:
The purpose of the M.O.V.E. program is to provide the training necessary to reduce WMSD injuries and associated time loss. Increase management investment in safety by utilizing our effective, easy-to-use training program and tools, thus making it possible to spend more time on project sites enhancing safety.

This project was created with the intention of an increased understanding of WMSD challenges in multiple industries and an increased level of communication between worker and educator to improve worker health and safety.

Statement and Evidence of the Results:
The M.O.V.E. program has been implemented and taught to several companies and organizations at the time this report was written. Of the groups this program was presented to, most had no prior WMSD training or education programs. As a no-cost option for a necessary area of training the program was well received at the initial rollout. Multiple companies have adopted the program as part of their safety and health policy including Miles Resources, Walsh Construction, Ceco Concrete and Columbia Roofing and Sheet Metal, Lakeside
**Measures to Judge Success:**
The measurable outcomes for a project of this nature will continue to take time to see both the monetary outcomes and statistical shifts in injuries. The intention of WMSD awareness and education is prevent injuries that are often a result of long term repeated movements and for that reason the appreciable reduction in injuries of that nature are often evident long after the implementation of the training. There are however short term and immediate affects of the practices taught in this program. Morale typically improves as a company shows effort in regards to employee safety and health. Best practices that can prevent discomfort and fatigue can contribute to better production and healthier employees.

**Relevant Processes and Lessons Learned:**
The processes required to complete this project include consulting from a professional ergonomist, website designer, and an iOS/Android application developer. Choosing whether to outsource or attempt the processes in house was a key decision in the production of the program. There is no replacement for the knowledge industry professionals bring to the program. Some aspects of the program were to be performed in-house and other features were completed by subcontractors.

The digital nature of the delivery system means the tools and applications used are constantly changing. Website design tools improved appreciably even over the relatively short 12-month project period. Templates and online tools continue to grow and become more user-friendly and this will only make it easier to implement content of this nature in the future. If this project was to expand or a similar project was to be made, less time would be spent consulting with custom app developers as many of the tasks can now be completed using other methods as described above.

**Product Dissemination:**
This project is available to anyone with access to a smartphone or internet. Apps are available on both iPhone and Android platforms. The website can be accessed from any internet capable device including non-iOS/Android smartphones.
Feedback:

“We greatly value the M.O.V.E. Program for what it brings to our company in terms of task oriented training. We have been using the Stretch and Flex program prior to "M.O.V.E." and have had great results. The fact that it is available at no cost is a big bonus.” Bob Bruce – American Heating

“The M.O.V.E. program has been in place at Miles for about 3 months now. We have used it both in our formal training but also at our Monday weekly safety meetings. I like that I can access the tip sheets wherever I am” Doug Stiffarm – Miles Resources

Project’s Promotion of Prevention:

The M.O.V.E. Program directly and immediately affects one of the leading causes of injuries in construction. The tip sheets provide access to best practices that can improve the way workers perform their tasks. The easy access of this program provides a no-expect set of materials that can be accessed nearly everywhere and does not require a typical classroom-training environment. This promotes implementation and continued use.

Uses:

These products are currently being used by an increasing number of companies in and around Washington State. The electronic nature of the deliverables in this project makes access easy for all.

The concepts and ideas presented in the M.O.V.E. program are not just limited to the construction industry. This program has already been adopted for use by companies in manufacturing and by office staff as well. Programs such as Stretch & Flex are widely used throughout many industries.
Organization Profile:

**Integrity Safety Services**
Integrity Safety Services has been serving the construction industry nationally for over seven years. Over these years Integrity Safety has helped many companies develop and improve safety and health programs. Integrity Safety exists to provide excellent value and service to the construction and general industry community in a practical effective manner.

**AGC of Washington**
Mission: AGC of Washington is a professional association of contractors who join together to enhance the performance and representation of our members, promote the respect and integrity of our industry, and improve the quality of life in our communities.
Values: AGC of Washington, its members and staff will strive to represent the following core values in all their interactions: Skill, demonstrated by quality, competence and education; integrity, demonstrated by ethical, honest and credible behavior; and responsibility, demonstrated by commitment to deliver value to our members and customers.
### Additional Information

**Project Type**
- Best Practice
- Technical Innovation
- Training and Education Development
- Event
- Intervention
- Research
- Return to Work
- Other (Explain):  

**Industry Classification** (check industry(s) this project reached directly)
- 11 Agriculture, Forestry, Fishing and Hunting
- 21 Mining
- 22 Utilities
- 23 Construction
- 31-33 Manufacturing
- 42 Wholesale Trade
- 44-45 Retail Trade
- 48-49 Transportation and Warehousing
- 51 Information
- 52 Finance and Insurance
- 53 Real Estate and Rental and Leasing
- 54 Professional, Scientific, and Technical Services
- 55 Management of Companies and Enterprises
- 56 Administrative and Support and Waste Management and Remediation Services
- 61 Educational Services
- 62 Health Care and Social Assistance
- 71 Arts, Entertainment, and Recreation
- 72 Accommodation and Food Services
- 81 Other Services (except Public Administration)
- 92 Public Administration

**Target Audience:** The target audience is not limited to one industry classification. The program can be used by anyone from construction to office workers.

**Languages:** English only

**Please provide the following information** - (information may not apply to all projects)

<table>
<thead>
<tr>
<th><strong># classes/events</strong></th>
<th><strong>List, by number above, industries that project products could potentially be applied to.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>11, 21, 22, 23, 31-33, 48-49 etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># hours trained</strong></th>
<th><strong>Potential impact (in number of persons or companies) after life of project?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Truly unlimited</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># students under 18</strong></th>
<th><strong>Total reached</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong># workers</strong></th>
<th><strong>If Yes, please indicate sources of requests:</strong> Current customers of Integrity Safety and AGC of Washington have made requests for the project content.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have there been requests for project products from external sources? Yes</td>
</tr>
</tbody>
</table>

Commented [cec1]: With companies being listed in the other sections, there should be numbers in several of these items in this section.
### PART II

**Financial Information**

**Budget Summary**

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>M.O.V.E Musculoskeletal Injury Prevention &amp; Occupational Virtual Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #:</td>
<td>2013XG00239</td>
</tr>
<tr>
<td>Report Date:</td>
<td>July 15, 2015</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>John Carlson</td>
</tr>
<tr>
<td>Contact #:</td>
<td>360-574-6071</td>
</tr>
<tr>
<td>Start Date:</td>
<td>1-15-14</td>
</tr>
<tr>
<td>Completion Date:</td>
<td>12-31-14</td>
</tr>
</tbody>
</table>

1. Total original budget for the project: $135,700.75
2. Total original SHIP Grant Award: $105,600.75
3. Total of SHIP Funds Used: $105,600.75
4. Budget Modifications (= or - if applicable): $0.00
5. Total In-kind contributions: $30,100.00
6. Total Expenditures (lines 3+4+5): $135,700.75

**Instructions:**
- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Grant Manager Name**, **SHIP Grant Manager** at PO Box 44612, Olympia, WA 98504-4612
**PART II (Continued)**

**Financial Information**

*Supplemental Schedules (Budget)*

<table>
<thead>
<tr>
<th>Project Title:</th>
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</tr>
<tr>
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</tr>
</tbody>
</table>

**ITEMIZED BUDGET**

How were SHIP award funds used to achieve the purpose of your project?

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
<th>Explanation for Difference and other relevant information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PERSONNEL</td>
<td>$66,525.55</td>
<td>$66,525.55</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td>B. SUBCONTRACTOR</td>
<td>$12,500</td>
<td>$12,500</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td>C. TRAVEL</td>
<td>$6,595.20</td>
<td>$6,595.20</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td>D. SUPPLIES</td>
<td>$7,500</td>
<td>$7,500</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td>E. PUBLICATIONS</td>
<td>$10,000</td>
<td>$10,000</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td>F. OTHER</td>
<td>$2,480</td>
<td>$2,480</td>
<td>$0</td>
<td>NA</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$105,600.75</strong></td>
<td><strong>$105,600.75</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL INDIRECT COSTS</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL SHIP BUDGET</strong></td>
<td><strong>$105,600.75</strong></td>
<td><strong>$105,600.75</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
<tr>
<td>G. IN-KIND</td>
<td>$30,100</td>
<td>$30,100</td>
<td>$0</td>
<td>All indirect costs covered under</td>
</tr>
</tbody>
</table>
I hereby certify that the expenditures listed on this report were made with my approval:

__________________________  ______________________________
Date  Signature of Project Manager

in-kind contributions.
PART III

Attachments:

All project resources are available online only.

Web address: www.wamove.com

iPhone: https://itunes.apple.com/us/app/m.o.v.e.-musculoskeletal-injury/id979598625?mt=8

Also can be found by searching “Move WMSD” in the Apple App store.


Also can be found by searching “Move WMSD” in the Google Play store.

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