



December 10, 2007

Occupational Health Clinics for Ontario Workers (OHCOW) Inc. Sudbury
1300 Paris Street
Sudbury, ON
P3E 3A3

Attention: Trevor Schell

Dear Mr. Schell:

Subject: Development of Ergonomic Materials

We are writing this letter on behalf of the Joint Committee for the Provision of Ergonomic Workstations (JCPEW) at Laurentian University to thank you for your valued assistance in the process of identifying standards for ergonomic office equipment. In part, as a result of your contribution, the Committee has developed the following two documents: Self Assessment and Ergonomic Equipment Request Form and Purchasing Specifications for Ergonomic Desk-chair, Keyboard Tray and Wrist Rest.

Your support has helped Laurentian advance its health-promotion and injury-prevention strategies in the area of office ergonomics. At present these documents are being implemented.

In addition, please accept this letter as authorization to post on OHCOW's website these two documents as "internal to Laurentian University." These documents are, by no means, all-encompassing, nor do they constitute legal or professional advice.

We look forward to working on health-and-safety matters with you and other representatives of OHCOW in the future.

Yours truly,

Sharolyn Mossey (Co-chair)
JCPEW

Branko Rayakovich (Co-chair)
JCPEW

Cc. Donna Campbell, Executive Director, OHCOW Inc. Sudbury
Dr. James Ketchen, President, Laurentian University Faculty Association
Dr. Harley d'Entremont, Vice-President, Academic, Francophone affairs
Joint Committee for the Provision of Ergonomic Workstations
Members, Joint Health and Safety Committee
John Benoit, Manager, Occupational Health and Safety