



### Instructions for using OHCOW MSD Survey Analysis Tool Spreadsheet

1. Group questionnaires by job or exposure category. It is best to enter each group into a separate copy of the spreadsheet (mixing jobs/exposures will lead to results that are hard to interpret).
2. Number all surveys (write number at top right hand corner) – this is a way of keeping track of the surveys and checking for mistakes during data entry.
3. Open the spreadsheet. Once the spreadsheet is open you should save it with the name of the group as a part of the file name – this is so you don't save over the template.
4. Now start entering the data – put the number you wrote on the top right hand corner of the survey into the green ID number box. Enter the rest of the data **going downwards** – when entering the discomfort numbers and letters you can enter the pairs side by side just as they appear in the diagram to the left.
5. For the discomfort ratings, if the pair of boxes for a part of the body is blank, the cells can be left empty.
6. Once you are all finished entering all the data for the current group, go to the tabs and print the graphs and reports you find useful (use a colour printer) – the body map turns out quite nice if you print it on 11x17 paper.

If you have troubles or have any questions call Curtis VanderGriendt or John Oudyk at 905-549-2552 or 1-800-263-2129 (only in 905, 416 & 519 area codes) or e-mail them at [cvandergriendt@ohcow.on.ca](mailto:cvandergriendt@ohcow.on.ca) or [joudyk@ohcow.on.ca](mailto:joudyk@ohcow.on.ca)