



EPICENTRAL

A Newsletter from Epicenter Development Group highlighting ideas that improve organizations

Welcome to Epicenter Development Group's newsletter, EPICentral. The purpose of this newsletter is to highlight fundamental ideas that have helped organizations develop and maintain great manufacturing and service operations. We hope that you find our EPICentral newsletter helpful, and we would welcome your comments on its content.

Getting Back to Basics - Development of Best Practice Work Methods

Some organizations today are starting to consider going "back to the basics.. Although new management tools and philosophies are constantly popping up, some fundamental principles never seem to change. One of these "fundamentals" concern the principles of good methods design.

The **Principles of Motion Economy** were developed in the 1950s and are still applicable today. The original twenty-two principles are separated into three categories: "Use of the Human Body," "Arrangement of the Work Place," and "Design of Tools and Equipment." Each of these areas must be carefully considered to develop Best Practice work methods.

- **Use of Human Body** deals with creating work tasks and spaces that allow a person to complete their job using a natural rhythm of movement.
- **Arrangement of the Work Place** supports best practices by locating tools, equipment and materials where operators can easily reach and use them.
- **Design of Tools and Equipment** concerns designing tools and equipment that a person can use to complete their tasks efficiently and with good ergonomics

Considerations:

- Perhaps that best and most complete way to apply these principles is through the use of a checklist or rating form as in the provided example. This form can

Example Job Rating Form		
Good Design	Bad Design	Rating (1-10) 10=Best
Use of the Human Body		
All work located in front of person at comfortable level.	Person must bend or twist to complete tasks.	
Minimum body movements to complete task. Etc.	Unnecessary wrist/arm/body movements. Etc.	
Arrangement of the Work Place		
Specific location for all tools and materials.	Must regularly look for tools and materials.	
Person can complete work with a minimum of walking. Etc.	Must regularly walk to reach tools, materials or equipment. Etc.	
Design of Tools and Equipment		
Jigs, fixtures or foot-operated devices are used to relieve the hands of work.	One hand is used to hold work in place.	
Tools are combined wherever possible. Etc.	Person must use several different tools to complete tasks. Etc.	

be used when either designing a new job or when evaluating an existing job for improvement.

- Practice makes perfect -- If method changes are made to a job, make sure to have the person practice the new method until it can be done smoothly and has become a habit.
- Consider how a rating form can be used to measure and track specific improvements made during organization-wide improvement efforts.

Next Steps

If you would like more information on this topic or other similar types of tools, please contact Bill Proctor with your request at wproctor@epicentergroup.com or 216-702-0952. You can also find previous issues of EPICentral at [Newsletters](#).

Mr. Proctor also speaks on a variety of problem-solving and system design topics that can help companies significantly increase the success and profitability of their businesses. If you are interested in having Bill speak at one of your upcoming meetings/events or would like more information on any of the speaking topics, please visit [Speaker Services](#) or you can email sales@epicentergroup.com.

Epicenter Development Group is a unique consulting firm that seamlessly integrates the disciplines of Systems Engineering and Organizational Analysis & Development to create practical design solutions to your toughest challenges. It is on the cutting edge of problem-solving solutions and the creator of a unique process called GreenRoom Engineering. This process adds greater value and cost savings for clients as compared to traditional engineering methods.

William Proctor, Epicenter's founder and president, has provided services around the country to more than 100 companies consisting of a variety of organizations; and Epicenter continues to grow as a resource for firms of all sizes.

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