

Office Ergonomics: Train the Evaluator Course

Description

Understanding key ergonomic principles and risk factors specific to Office Ergonomics is critical to implementing an effective Ergonomic Injury Prevention Program in the office environment. This training program educates participants on these principles, which permits them to act as internal evaluators. Following this training program, participants will be able to identify areas of risk, adjust equipment, and identify additional solutions.

Duration

4 hours (1/2 day)

Deliverables

Slide Handout
 Workplace Evaluation Template
 Stretches for the Computer User

Training Modules

Learning Points

1. Office Ergo Principles

- Ergonomics within the office environment and discussion of current issues (sit/stand stations).
- Specific ergonomic concepts that apply to setting up both desktop and laptop workstations.
- Various methods of setting up workstations to meet the ideal ergonomic goal (including set up of keyboard/mouse, monitor height and location, document placement, overall work area layout, and pacing techniques).
- A review of a Workstation Evaluation template to teach each employee how to set-up and evaluate computer workstations independently, based on recognized ergonomic guidelines.

2. Applied Scenarios

- Review how all principles covered in the previous module are integrated into assessment of an office workstation analysis.
- Utilization of mock-up stations to permit mentored assessments and the application of the discussed principles scenarios.
- Identify potential design based solutions that could be implemented to eliminate areas of concern.

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