

PRACTICAL OFFICE ERGONOMICS - OUTLINE

The Practical Office Ergonomics course is designed for those wishing to complete basic office ergonomic assessments within their workplace. The course is developed utilizing current theory and best practice in office ergonomics.

Upon completion of the class, a participant will be able to:

- Understand and identify ergonomic risk factors associated musculoskeletal discomfort and eyestrain associated with office based work.
- Understand and apply ergonomic principles in order to set up a work station effectively.
- Conduct a basic office ergonomics assessment.
- Understand and apply the key principles associated with behaviour change.
- Understand and apply the key elements of setting up an office ergonomics program.
- Identify emerging trends that impact health and performance in the office environment.

2-Day Workshop Agenda (8:30 am -4:30 pm)

Day 1 – Morning

Introduction to Office Ergonomics

- Ergonomics and the office environment
- Impact of the changing workforce
- Overview of the assessment tools and support tools

Visual System – Understanding and Preventing Eyestrain

- Basic Function of the Eye
- Changes associated with aging
- Risk Factors associated with eyestrain
- Principles to prevent eyestrain

Upper Limb – Understanding and Preventing Discomfort

- Basic anatomy and function of upper limb
- Risk factors associated with discomfort
- Principles to prevent identified ergonomic risk factors
- Hands on activity – identifying concerns and applying solutions

Day 1 – Afternoon

Back – Understanding and Preventing Discomfort

- Basic anatomy and function of back
- Risk factors associated with discomfort
- Principles to prevent identified ergonomic risk factors

Lower Limb – Understanding and Preventing Discomfort

- Basic anatomy and function of lower limb
- Risk factors associated with discomfort
- Principles to prevent identified ergonomic risk factors
- Hands on activity – identifying concerns and applying solutions

Hands-on Exercises

- Evaluating ergonomic risk and identify solutions to minimize risk

Day 2 – Morning

Reviewing Key Learning from Day One

- Question and Answer period
- Hands on application

Conducting Assessments

- Key components of assessment
- Developing a process for assessment and intervention
- Pit falls of assessments

Developing an Effective Ergonomics Strategy

- Understanding basic components of an office ergonomics program
- Engaging Key stakeholders
- Developing a process for assessment and intervention
- Pit falls of assessments
- Selecting Equipment (Guidelines and Testing)

Day 2 – Afternoon

Emerging Trends in the Office (1 pm -3:30 pm)

- Tackling visual concerns guest speaker
- The mobile office (including wireless devices and the use of a laptop)
- Issues associated with Telecommuting
- Techniques to assist with selection of equipment guest speaker

Wrap Up

- Question and Answers